

Jurisdictional Class: Competitive  
Adopted: August 12, 1987  
Revised: December 10, 2019

### **COUNTY PURCHASING AGENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves overseeing the printing and purchasing for all County Departments for Clinton County and the supervision of employees at the Central Stores Department. The incumbent is responsible for soliciting and analyzing bids and recommending purchases. The work is performed under the general supervision of the County Administrator or Deputy County Administrator in accordance with established policies and procedures with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Solicits and reviews bids from vendors for a wide variety of commodities;  
Awards contracts of sale of vendors following review of bids;  
Maintains liaison with vendors and contractors in their dealings with the county;  
Maintains internal budget, accounts and anticipates transfer of funds;  
Helps to prepare specifications for items purchased;  
Keeps abreast of current price trends, market conditions, and new or improved items of supply;  
Has charge of the coordination and review of requisitions from operating departments and the maintenance of related records on expenditures;  
Manages inventory system including monthly and yearly balancing;  
Assist with the formulation of policies and procedures;  
Supervises and approves leave time for Central Stores employees;  
Interviews, hires, evaluates Central Stores employees;  
Checks deliveries of materials ordered;  
Maintains credit/charge accounts and authorizes the use of credit cards within the county departments;  
Approves vouchers on equipment and materials for payment;  
Prepares purchase ordinances for consideration by governing body;  
Prepares a variety of correspondence and reports as required;  
Works with the County's Information Technology Department to maintain website;  
Plans and oversees advertising for articles to be purchased;  
Confers with department heads and their representatives on the needs of their agencies;  
Assist local municipalities with purchasing rules and regulations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of market and trade conditions and the purchasing process;  
Good knowledge of current literature in the field of industrial and governmental purchasing;  
Knowledge of laws and regulations governing purchasing on the state and federal level;  
Ability to prepare specifications for necessary commodities and equipment;  
Ability to understand technical, oral, and written directions;  
Ability to maintain effective working relationships with others and to deal effectively with the public;  
Ability to plan, oversee and supervise the work of others;  
Ability to utilize computer programs with a high degree of accuracy;  
Sound judgment.

County Purchasing Agent

**MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; and two (2) years of experience in purchasing a variety of commodities which shall have included at least one (1) year of supervisory duties; or
- (b) Graduation from a high school or possession of a high school equivalency diploma and six (6) years of experience in purchasing a variety of commodities which shall have included at least one (1) year of supervisory duties; or
- (c) An equivalent combination of training and experience as defined by (a) and (b) above.