

**PURCHASING AGENT**  
**Salary Range: \$21.96 - \$28.04/Hr.**  
**40 Hrs./Wk. With Benefits**

The Chautauqua County Department of Finance is seeking qualified applicants to fill a Full-time Purchasing Agent in their Mayville Office.

An employee in this class has the responsibility for carrying out the purchasing procedures for the procurement of a group of commodities of moderate complexity, as part of a central purchasing operation. The work includes communication with vendors and departmental officials on purchasing problems. The incumbent supervises clerical personnel who assist with purchasing details. Work is reviewed by an administrative supervisor to assure conformance with state and local laws and departmental procedures. Does related work as required.

A description of the duties and minimum qualifications is listed below. This position will be filled on a Provisional basis pending the outcome of a future dated examination for this title.

Interested candidates must complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street  
Mayville, NY 14757  
Equal Opportunity Employer

**PURCHASING AGENT**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for carrying out the purchasing procedures for the procurement of a group of commodities of moderate complexity, as part of a central purchasing operation. The work includes communication with vendors and departmental officials on purchasing problems. The incumbent supervises clerical personnel who assist with purchasing details. Work is reviewed by an administrative supervisor to assure conformance with state and local laws and departmental procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Consults with department personnel and sales representatives regarding equipment and supplies;  
Prepares, advertises and issues bids, request for proposals (RFP) and quotes in compliance with law and agency policy;  
Coordinates responses to bidder/proposer inquiries and prepares/issues addendums as necessary;  
Evaluates bid/RFP responses and communicates awards to successful solicitors;  
Prepares and places purchase orders;  
Approves orders for payment upon receipt of equipment and/or materials;  
Checks prices and approves invoices on purchase orders; schedules delivery dates; follows up on delayed deliveries;  
Makes studies and collects data on current market conditions to keep informed on market trends; interviews sales people regarding the ordering of supplies;  
Processes invoices for payment by checking extension and additions, matching and comparing with purchase orders, and performing related work prior to the approval of invoices for payment.  
Maintains records of products received;  
May supervise other personnel involved in purchasing activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of large scale purchasing methods and procedures; good knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by County or municipal departments; good knowledge of business arithmetic and English; ability to maintain inventory records and to prepare reports; ability to understand technical oral and written directions; ability to establish and maintain effective working relationships with co-workers, vendors and departmental officials; integrity; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS:

Open Competitive: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two years of experience in large-scale purchasing for a commercial, industrial or governmental enterprise or agency; OR

Graduation from a regionally accredited or New York State registered college with an Associate's degree and four years of experience as outlined in (A) above.