

Purchasing Specialist - Finance Tompkins County

Department: Comptroller/Finance

Classification: Competitive

Labor Grade: Confidential 61

Approved: 1/2023

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college with an Associate's degree in business administration, marketing, accounting, retail sales management, or related field AND at least three (3) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved purchasing, retail sales involving item pricing and cost analysis of goods, or account keeping involving commodities or banking programs; **OR**
2. Graduation from High School or possession of a high school equivalency diploma AND at least five (5) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved preparation of materials and services and purchasing, retail sales involving item pricing and cost analysis of goods, or account keeping involving commodities; **OR**
3. Any combination of training and experience equal to or greater than that described in(a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class is responsible for backing up the Purchasing Manager and providing routine assistance with all procurement and competitive bidding process of commodities, goods and services for County departments. The Purchasing Specialist assists with the administration of computer operations related to RFP's and bids. The work involves assisting with coordinating and performing the tasks of county-wide purchasing, preparation of detailed specifications, communicating with vendors, and the researching of trade publications regarding the purchasing of goods and supplies. The incumbent may also assist with gathering necessary data for the reporting and accounting of the County's capital assets (fixed assets), utilizing a capital assets software program. This position will assist the Purchasing Manager with maintaining and updating the purchasing policies and procedures including research to develop policies and/or procedures as needed. The work is performed under the general supervision of the Purchasing Manager with leeway allowed for the exercise of independent judgment. Supervision may be exercised over clerical and assigned staff. The position requires that the incumbents maintain a wide range of professional contacts and that he or she be able to provide instruction to departments, officials, and vendors on the proper procedures. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assist with preparing specifications or standards for bids, RFP's, and written price quotations;
- Places legal ads, distributing bid packages to vendors, holding bid openings, and analyzing bids;
- Assist in evaluating bids received to ensure that they are in accordance with specifications and legal requirements;
- Purchasing of materials, equipment and supplies for the County;
- Receiving and reviewing purchase requisitions/purchase orders from County Departments for content, accuracy and adherence to County and State procurement policies;
- As backup to the Purchasing Manager, will approve, issue and distribute purchase orders on the absence of the Purchasing Manager;

- Develops and updating new purchasing policies and procedures along with Purchasing Manager;
- Maintaining file system for tracking purchase orders, bids, and quotes;
- Acts as initial contact between vendors and departments to establish delivery and payment schedules as backup to the Purchasing Manager;
- Assist with meeting and negotiating with vendors and coordinating purchase requests to assure optimum value for acquisitions;
- Communicating and/or corresponding with departments to define needs and with vendors, dealers, firms, or suppliers concerning materials, contracts, deliveries, inquiries, price quotations, complaints, substitutions, etc.;
- Obtains and studies comparative price quotations to ensure economy in purchases;
- Preparing reports and correspondence regarding bids, requisitions, cancellations of orders, price changes, adjustments, and contract execution;
- Works with departments in establishing pricing for departmental budgets or reviews requests based upon recommendation of the County Administrator to ensure comparativeness and fairness;
- May analyze market conditions by researching current technical publications and practices to determine pricing trends or product qualities;
- May analyze drawings, examine samples, and attend demonstrations to determine compliance with specifications;
- May organize cooperative purchasing efforts with Municipalities by meeting with Town Supervisors or Highway Superintendents to assure that their needs are addressed in bid specifications for services and for procurement of equipment, services, and supplies;
- Assist with providing training to County departments and municipalities, as needed upon request, regarding purchasing procedures;
- May consult with vendors regarding payment, invoice, delivery, and service issues, including the issuance of complaint letters and contract cancellation notices;
- Provide assistance with the year end processes including rolling of purchase orders and closing of capital assets as required;
- Provide accounting and reporting of the County's capital assets, including processing, sorting, recording, scanning and filing of documents electronically as needed;
- Assist with physical inventory for all capital assets and provide departmental reports;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles, practices and technical resources of purchasing and specification writing, inclusive of typical documents, contracts, and forms as well as bidding and procurement practices;
- Good knowledge of ethical and acceptable business practices;
- Knowledge of legal requirements and procedures of competitive bidding;
- Familiarity with Web based RFP/Bid programs including virtual bid openings;
- Knowledge of 'Best Value' purchasing practices;
- Knowledge of Collaborative and/or piggybacking purchasing contracts;
- Knowledge of technical resources and information used in specification writing;
- Good knowledge of properties, uses, costs and standards of business, commercial, industrial, and construction materials, equipment, and supplies;
- Understanding of 'Green' purchasing / environmentally preferred sourcing methods;
- Working knowledge of EXCEL, including sorting, tables and reporting functions;
- Ability to learn and utilize new reporting and account-keeping software for purchasing and capital assets;
- Ability to read, understand, and apply technical directions, diagrams, charts, and written tests which describe specifications of business, commercial, industrial, and construction materials, equipment, and supplies;
- Ability to analyze and compare price quotations;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to develop effective working relationships and deal effectively and diplomatically with public, vendors, contractors, and departments;
- Ability to organize and maintain accurate records and files;
- Ability to organize and analyze data and prepare records and reports;
- Ability to do research and work independently;
- Ability to understand and carry out complex oral and written directions;
- Demonstrated commitment to diversity, equity and inclusiveness;
- Thoroughness, honesty, initiative, resourcefulness, accuracy, good judgment, tact, and courtesy;

- Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations;
- Ability to drive to various Tompkins County locations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit for extended period in an office setting, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with community agencies, municipalities and throughout the organization. The employee is required to have a valid NYS license in order to drive to various remote Tompkins County locations. Internal contacts may include work with elected officials, department heads or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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