

PURCHASING ASSISTANT - TC-3 Tompkins County

Classification: Competitive

Labor Grade: 11

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college with an associates degree in Business Administration, Retail Sales Management, Marketing or a closely related field; **AND** one year of full time paid (or equivalent part-time and/or volunteer) experience which must have been in purchasing supplies and equipment, preparation of materials and services specifications for retail sales involving item pricing, or cost analysis of items or goods; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma and three years of full time paid (or the equivalent part-time and/or volunteer) experience which must have been in purchasing supplies and equipment, preparation of materials and services, specifications for retail sales involving item pricing, or cost analysis of items or goods; **OR**

(c) Any equivalent combination of training and experience as 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:

This work involves responsibility for performing various tasks and activities of a complex nature involving administrative and some clerical support in the purchasing of supplies, materials, equipment and contractual services. At the TC-3 location the work is performed under the general supervision of the Budget and Finance Director. Considerable leeway is allowed for the exercise of independent judgement in analyzing problems and rendering services. Supervision may be exercised over the work of student assistants or other clerical personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Revise existing specifications for bids and RFPs for a wide variety of commodities to be purchased;
- Approve requisitions;
- Process requisitions according to set pricing from existing bid awards;
- Draft original, and revise existing, written quotes according to the guidelines established by TC3 and the General Municipal Laws of the State of New York for a wide variety of commodities;
- Procure office supplies for TC3 and advise and train College personnel in the appropriate procedures for ordering;
- Oversee the office supply contract to ensure adherence to contract provisions, including delivery, invoicing, quality of products, and method of ordering;
- Correspond frequently by phone and letter with dealers, firms, and suppliers to gain information and solve problems concerning materials, invoices, deliveries, substitutions, competitive pricing, discrepancies in billing, and misinterpretations of purchase orders and to handle complaints;
- Obtain and compare price quotations through phone and mail requests to ensure greater economy in purchases;
- Maintain the computerized inventory of fixed assets for TC3, including the entry of inventory records and retrieval of records information;
- Coordinate the surplus equipment for TC3 that will go to the annual surplus property auction. This could include contracting with movers, compiling the list of surplus equipment for the auctioneer, and communicating with departments to schedule removal of surplus equipment to the auction site;
- Review Purchasing Department's budget printouts to anticipate over-expenditure and check for errors;
- Maintain vendor selection file system, bid lists, and state contract files;
- Maintain a file system for tracking purchase orders, bids, and quotes;
- May assist in the annual preparation of the budget;
- Performs duties, under the direction of the Budget and Finance Director, pertaining to drafting and/or revision of specifications for quotes and repetitive bids and analysis thereof.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles and practices of purchasing and of office routines;
- Good knowledge of ethical and acceptable business practices in dealing with vendors and supplies;
- Excellent interpersonal skills to advise College staff and coordinate inter-group cooperation;
- Skill in mathematical computations;
- Ability to deal effectively with sales representatives and TC3 department supervisors;
- Ability to do research;
- Ability to work independently;
- Ability to analyze and compare price quotations;
- Ability to keep records and write narrative reports;
- Thoroughness, accuracy, integrity, initiative;
- Physical condition commensurate with the demands of the position.