

PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves purchasing a variety of supplies and equipment. An employee in this class is responsible for determining purchase requirements, source of supply, analyzing available products, purchasing material, receiving material, recording, and reporting transactions. This class differs from a purchasing agent in that the incumbent is limited in those items he or she is authorized to purchase. The work may involve the preparation of specification for articles to be purchased or for the solicitation or review of bids. The work is performed under the general direction of a facility administrator, purchasing agent, or other senior level administrative employee; however, considerable leeway is allowed for the exercise of independent judgment within established purchasing authorizations and procedures. The incumbent must exercise good judgment in the work, and work expeditiously, since erroneous decisions may result in the loss of substantial sums of money and delays in securing vital supplies. Direct supervision may be exercised over clerical or stockroom personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Reviews requisitions from various departments and determines the nature and quantity of items requested; Confers with staff and department heads, if necessary, to clarify purchase requests; Refers to higher authority when purchase requests require; May obtain and provide to higher administrative personnel: product information, including price, specifications, and availability to be used in the preparation of bids for major budgetary items; Determines availability and cost of requested product by reviewing existing product price lists; Researches availability of comparable new or improved items through catalogs, trade publications, and direct contact with vendors; Analyzes and evaluates available supplies and equipment to ensure compliance with facility and state standards; Independently purchases a variety of supplies and minor equipment as authorized; Ensures that delivered commodities are undamaged and comply with agreed upon terms; Reviews and processes vendor bills for payment and audit; Prepares and submits periodic reports of expenditures for supplies and equipment to the Administrator, purchasing agent or other higher authority; May coordinate and monitor assigned bid procurement activities, place legal notices, conduct bidding, create bid analysis, arrange meetings, and produce documentation; May work in conjunction with supply room personnel in the maintenance of inventory of all dispensed goods in order to maintain sufficient stock level for proper facility operation; May be responsible for managing and organizing database records; Assists in formulation of annual budget regarding needs and delivery recommendations when various items are approved; Composes and types correspondence related to the purchasing function.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of current business practices; Good knowledge of office terminology and equipment; Good knowledge of current market conditions; Good knowledge of purchasing practices; Good knowledge of bidding laws and procedures; Ability to analyze and compare prices and quotations; Ability to meet deadlines; Ability to collect data and use a database system; Ability to maintain good working relationships with others; Ability to understand and follow oral and written directions; Good judgment; Integrity; Attention to detail; Accuracy; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation with an Associate Degree in Business Administration, Economics, Marketing, Accounting, or related fields; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two years of experience in purchasing, maintenance of inventory, or issuance of supplies; OR
- C. Any equivalent combination of training and experience as defined in (A) or (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Eligibility for an appropriate level New York State Driver's license at time of application. Possession of license is required at time of appointment, and must be maintained during employment.

Adopted: 8/3/92

Revised 9/10/07; 1/14/19; 4/18/23

Reviewed 3/30/12; 12/4/14