

## PROCUREMENT SPECIALIST

(CSL Section 55-a)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the efficient, economical, and timely procurement of materials, equipment, supplies and services to meet the needs of the County Department of Public Works. The work is carried out in accordance with established policies, procedures, and state statutes. Work is performed under the general supervision of the Deputy Commissioner of Public Works. A Procurement Specialist does related work as required.

### TYPICAL WORK ACTIVITIES:

- Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
- Uses a file of state contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;
- Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Develops specifications based on requests for supplies, materials, services, and equipment;
- Places bid advertising in accordance with law and analyzes bids to determine low bidder and conformance to specifications;
- Distributes bid specifications and schedules dates for bid openings;
- Makes recommendations as to the purchase of equipment, supplies, and services based on the review and analysis of bids;
- Keeps abreast of current price trends, market conditions, and new and improved items of supplies and services;
- Consults with users to assure correct vendor delivery of bid and non-bid items;
- Contacts vendors and sales representatives in order to expedite shipments and ensure that shipping dates are met;
- Interviews vendors and sales representatives to discuss product lines, quality levels, and product availability;
- Directs the issuance of purchase orders to vendors;
- Establishes and maintains specification files and bidders lists;
- Oversees maintenance of fixed asset accounts and periodic physical inventories of equipment;
- Administers contracts with vendors to ensure full compliance with the terms of the contract.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of governmental purchasing; working knowledge of current supply markets and trade conditions; working knowledge of business administration procedures; ability to readily acquire familiarity with laws, regulations and policies as they apply to procurement in the governmental sector; monitors receipt of provided products and services; ability to carry out complex oral and written instructions; integrity; resourcefulness; physical condition sufficient to meet the demands of the position in a reasonably accommodated work area.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND

- A) Graduation from a regionally accredited or New York State registered college or university with at least an associates degree in marketing, accounting or business administration;

OR

- B) Two years of experience as a buyer, purchaser, or other occupation the primary responsibility of which must have been purchasing materials, supplies, or equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 03/28/90