

CITY OF NEWBURGH - ENLARGED SCHOOL DISTRICT

Date Adopted: August 9, 1999

Date Amended: August 24, 2022

Date Amended: April 10, 2024

**PURCHASING AGENT**

**GENERAL STATEMENT OF DUTIES:**

Is responsible for purchasing all supplies, materials, equipment, and services for the school district, maintains and updates fixed asset records, and oversees the disposition of district assets. Supervises personnel as assigned; other duties as assigned

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible position involving the formulation of plans and policies and the development of purchasing procedures and forms to achieve efficient, economical, and timely procurement to meet the district's needs. In carrying out the purchasing activities, the incumbent is afforded wide latitude for the exercise of independent judgment within the district's purchasing policy and NYS GML purchasing regulations. The incumbent works subject to the policies and administrative regulations of the Board of Education and is under the direct supervision of the School Business Manager or Assistant Superintendent for Finance. The incumbent establishes and maintains desirable relationships with vendors and company representatives. Attends board meetings for the purpose of recommending bid awards, request for proposal awards, and addressing any inquiries regarding various bids and/or purchase.

**EXAMPLES OF WORK: (Illustrative only)**

Drafts and recommends to the Assistant Superintendent for Finance general policies and procedures for handling purchasing for the school district; Confers with principals, directors, supervisors, department heads and other appropriate personnel on their needs; Oversees the district's bidding process; Oversees a system to approve or reject purchase order requests based upon correct budget code, availability of funds, propriety, and conformance with sound purchasing procedures as outlined in Board Policy and NYS statute; Exercises leadership in the development and maintenance of standard supply lists; Directs the utilization of the district's financial software around purchasing including bids; Keeps abreast of current price trends, market conditions, and new and improved items of supply and service; Maintains service repair contracts for various equipment and processes repair requests for district copiers, etc.; Responsible for administering the district's cell phone policy, providing phones to staff, reviewing the monthly bill for accuracy and approving payment, annually reviewing contract pricing options available to the district to ensure the best price for service, and work directly with the carrier throughout the life of the contract; Maintains current information concerning sources of supply such as Surplus Property Administration, State Contracts, Industries for the Blind, Division of Industries of the Department of Correction, Office of General Services, etc; Maintains liaison with contractors and sales representatives in their dealings with the purchasing function; Monitors encumbered and unencumbered balances in various accounts and utilizes the information for processing purchase orders; Prepares specifications and solicits informal

quotations and formal bids; Attends Board of Education meetings to recommend bids for Board approval; Makes recommendations concerning bid awards; Maintains specification files and bidders' lists; Initiates where appropriate, and participates in cooperative bidding/purchasing efforts; Oversees fixed assets inventories as kept by various departments, as required by the Uniform System Accounts; Makes recommendations to the Board the Board of Education on the sale or disposal of obsolete equipment and material and oversees the conduct of periodic sales to offer same to the public; Supervises technical and clerical personnel assigned to the Purchasing Department.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Extensive knowledge of supply markets, business methods, and purchasing practices in general; knowledge of the special nature of procuring supplies, materials, equipment and services to meet educational needs, familiarity with current studies and literature in the field of educational, industrial, and governmental purchasing; knowledge of modern principles and practices of purchasing, knowledge of the principals and the practices involved in the maintenance of financial accounts and records; excellent knowledge of current practices in preparation of purchase specifications; strong personal integrity; sound professional judgment, initiative and resourcefulness; ability to get along well with and to supervise others; skill in articulating and communicating the district's purchasing policies; ability to understand and follow complex oral and written directions; physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS: Either**

A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in accounting, business or public administration or related field and three years of experience in purchasing a variety of commodities which shall have included the preparation of specifications, RFP and bid process facilitation and applicable state and local procurement laws in a supervisory capacity, Or;

B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in accounting, business or public administration or related field and five years of experience in purchasing a variety of commodities which shall have included the preparation of specifications, RFP and bid process facilitation and applicable state and local procurement laws, three years of which must have been in a supervisory capacity, Or;

C. Graduation from high school or possession of a high school equivalency diploma and seven years of experience in purchasing a variety of commodities which shall have included the preparation of specifications, RFP and bid process facilitation and applicable state and local procurement laws, three years of which must have been in a supervisory capacity.

**NOTE:** Incidental purchasing in connection with the management or running of a business or as a partial function will not be considered acceptable experience.