

PURCHASING TECHNICIAN

Department: Comptroller
Classification: Competitive
Specification Number: 1560
Approved: 3/30/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree; or,**
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of experience in purchasing, marketing or buying for a business or governmental jurisdiction; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).**

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical work of limited responsibility in the purchase of items and services. The incumbent follows a set of procedures prescribed by law and municipal regulations. The work involves dealing with vendors and consulting superiors when assistance is needed and for authorization to award larger orders. The incumbent may supervise a clerical employee who assists with purchasing details. Work is reviewed by the Comptroller or Deputy Comptroller to assure conformance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES

- Reviews and edits purchase requisitions, notifies departments of adjustments, and explains purchase procedures;**
- Analyzes competitive bids and awards orders to lowest responsible bidder;**
- Writes purchase specifications for bid requests;**
- Interviews vendors and explains purchasing procedures;**
- Checks prices and approves invoices on purchase orders;**
- Maintains vendor file and records bids submitted;**
- Locates and evaluates new sources of supply;**
- Schedules delivery dates and follows up on delayed deliveries;**
- May supervise clerical personnel.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of purchasing methods and procedures; good knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by the Town departments; some knowledge of elementary bookkeeping methods in the keeping of accurate and systematic procurement records; ability to maintain detailed records and to perform a variety of related clerical tasks; ability to obtain and interpret market prices and trends and to apply such interpretations to procurement problems; ability to establish and maintain effective working relationships with co-workers, vendors and departmental officials; physical condition commensurate with the demands of the position.