



JOB POSTING #369
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
Management Confidential (Civil Service – Exempt) Employment Opportunity

Date of Posting: June 13, 2017

Position(s): Purchasing Agent – Anticipated

Location(s): Academy Park

Salary: \$65,000 - \$70,000

Deadline for Applying: July 7, 2017

Qualifications:

- Bachelor's degree in accounting, business, public administration or economics and one year experience in large scale purchasing of a variety of commodities
- Associate's degree in accounting, business, public administration or economics and three years of experience in large scale purchasing of a variety of commodities

Responsibilities: This position involves responsibility for overseeing the purchasing and accounts payable program of the City School District of Albany. An employee in this class is responsible for meeting with salespeople, analyzing bids and purchases and payments for accounts payable. An incumbent must exercise careful judgment in the work because erroneous decisions may result in loss of large sums of money. The work is performed under administrative direction of the Director of Business Operations with leeway allowed to exercise independent judgment in carrying out details of the work. Supervision may be exercised over subordinate clerical personnel.

- Solicits and reviews bids from vendors for a wide variety of commodities
- Plans and oversees advertising for articles to be purchased
- Directs preparation of specifications for items purchased
- Recommends the awarding of contracts after study of bids
- Reviews requisitions from operating departments, and oversees coding of expenditures and related clerical work attached to purchasing and accounts payable processes
- Conducts item cost control and market research as to product availability and pricing
- Independently purchases minor items of equipment and supplies when legally permissible
- Ensures that delivered commodities are undamaged in accordance with agreed upon terms
- Maintains liaison with contractors and vendors in purchasing negotiations

- Thorough knowledge of market trade conditions, business methods, and current purchasing practices and procedures
- Thorough knowledge of current practices governing the preparation of purchase specifications
- Ability to acquire a good knowledge of the purchasing practices of a school system
- Ability to maintain good working relationships with department heads and others
- Ability to understand and follow oral and written directions
- Ability to plan and supervise the work of others
- Physical condition commensurate with the demands of the position

All applications will be accepted through OLAS

<https://www.pnwboces.org/TeacherApplication/>

E-Mail: Humanresources@albany.k12.ny.us

Office of Human Resources
City School District of Albany
1 Academy Park
Albany, NY 12207

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