

[Go Back](#)

**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : PURCHASING AGENT**  
**Code: 050110 DPK**  
**Page : 1 of 2**  
**Competitive**

**GENERAL STATEMENT OF DUTIES**

Under general direction, is responsible for the purchase of a wide variety of materials, supplies and equipment; performs related duties as required.

**COMPLEXITY OF DUTIES**

This is an important position involving responsibility for efficient and economical purchasing of supplies and equipment for a school system. An employee in this class must exercise careful judgment in his work since erroneous decisions may result in the loss of large sums of money. Work is performed under the general supervision of a Business Manager permitting considerable independence in planning and carrying out of purchasing operations. Immediate supervision may be exercised over the work of professional and clerical employees.

**TYPICAL DUTIES**

1. Initiates contacts with vendors in relation to materials, invoices and contracts, obtains and studies comparative prices and quotations.
2. Studies price trends and market conditions; investigates quantity and quality of commodities purchased.
3. Prepares specifications for purchases of particular commodities and is responsible for preparation of correspondence relating to purchase and quotations.
4. Maintains close relationship with vendors and manufacturers.
5. Keeps records and prepares periodic reports relating to work.
6. Plans and oversees advertising for articles to be purchased.
7. Confers with principals, supervisors and department heads on their needs.
8. Supervises employees in the purchasing office.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of markets, trade conditions, business methods and purchasing practices in general, including a knowledge of a wide range of commodities.
2. Thorough knowledge of current practices dealing with preparations for purchase specifications.
3. Familiarity with current studies and literature in the field of large scale industrial, governmental purchasing.
4. Ability to understand technical oral and written directions.
5. Good judgment; resourcefulness.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school and seven years of business experience of which three must have been in a responsible capacity in large scale purchasing of a variety of commodities.

**NOTE:** College education may be substituted for only the business experience on a year-for-year basis up to a maximum of four years. Incidental purchasing in connection with the management or running of business or as a partial function in another job will not be considered acceptable.