

ASSISTANT PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position responsible for assisting in the review, analysis and coordination of bid requests as part of the procurement process for Dutchess County. The incumbent will be tasked with adhering to federal, state, and local laws/ regulations, as well as, providing an objective and defensible process for determining an awarded vendor. The person in this position will also provide assistance and guidance to outside civil divisions related to the bid and Request for Proposal (RFP) process. Work is performed under the general supervision of a higher level employee.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides a final determination of bid award after ensuring all bidders comply with specification requirements and conducting complex and quantifiable analysis in an effort to justify use of Best Value;
2. Coordinates the entirety of the Request for Proposal (RFP) review process, which includes providing instructions to the evaluation committee, creating the rating matrix, calculating a cost analysis from the responses and combining the committee scores to determine the finalist(s);
3. Assists County departments with specification development, reviews and prepares all bid documents for posting, posts all bids and RFP's following NYS General Municipal Law, Section 103 and 104B, local County and Federal laws;
4. Provides guidance and advisement to outside agencies and vendors regarding the bid and RFP process, including assisting with the formation and posting of bids, responding to all inquiries from potential vendors, meeting with vendors and posting Addenda to specifications as applicable;
5. Notifies vendor(s) of award and creates purchase orders; responds to department complaints as they relate to awarded bids and contracts, and contacts vendors for resolutions;
6. Oversees and directs the work of lower level employees whose duties include clerical responsibilities related to bids and RFP's;
7. Conducts bid openings in Purchasing Agent's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of governmental purchasing practices, regulations and the bidding process;

Ability to learn and understand departmental functions to speak knowledgeably and with authority about purchasing needs and requirements and to advise staff on best practices;

Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected;

Ability to communicate effectively, both orally and in writing, with a wide variety of people, to provide and elicit information about bids and RFPs;

Ability to read and interpret contracts, laws and legal documents;

Ability to maintain cooperative working relationships with other departments and agencies;

Skill in operating office equipment to produce work accurately and efficiently;

Skill in designing and developing bid specifications and RFPs;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (cont'd)

Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business or public administration or a related field and two (2) years of full-time work experience which primarily involved procedures related to purchasing, requisitioning and/or bidding requirements;
- OR: (B) Four (4) years of full-time work experience which primarily involved procedures related to purchasing, requisitioning and/or bidding requirements;
- OR: (C) An equivalent combination of training, education, and experience within the limits of (A) and (B) above.

ADOPTED: 1/1/2018