

## **NOTICE OF ANTICIPATED JOB VACANCY**

TITLE: Purchasing Agent  
DEPARTMENT: Purchasing  
NUMBER OF VACANCIES: One (1) Provisional  
PAY: \$65,795 annually/\$36.1511 hourly

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving a variety of administrative duties in large scale purchasing and bid activity for a wide range of materials, supplies, equipment and services for the City of Niagara Falls. The incumbent plans, organizes and directs a centralized purchasing division which includes ordering expediting and contractual obligations with vendors. General direction is received from the City Administrator and/or the Mayor with considerable latitude in the application of purchasing techniques and in conformance with City policy. Responsibility is also delegated to the Purchasing Agent to render any outdated surplus items, equipment and/or City vehicles for sale and to make said sale available to the general public. Supervision is exercised over assigned personnel. The Purchasing Agent performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs, controls and manages the operation and maintenance of a central purchasing system;

Receives, solicits, and records all vendor bids;

Contacts vendors for prices, invoices, and contracts;

Reviews and processes each on-line requisition for conversion to Purchase Order;

Supervises and controls all equipment leasing throughout the city government

Monitors and reviews all city contracts;

Assists in auditing of such functions under Purchasing Agent's authority;

Investigates and recommends economies through utilization of State and County purchase contracts;

Prepares purchasing policy for review;

Supervises and monitors all tests or analysis to determine suitability or specification compliance of all products and equipment purchased or leased;

Formulates specifications for supplies or equipment to suit the needs of the users;

Maintains vendor files and State contract/Vendor discount lists;

Supervises the sale of surplus equipment, supplies and vehicles;

Assumes compliance with City policy regarding purchasing for minority vendors;

Prepares and administers open contracts with vendors for maintenance supplies;

Prepares all bid specifications and requests for proposals and/or Qualifications;

Prepares bid resolutions to be submitted to the City Council for approval.

Finalizes recommendations for purchase ordinances to be adopted by the City Council;

Exercises supervision over assigned staff;

Performs related work and all other duties as may be assigned by the City Administrator.

**PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of modern purchasing methods and procedures, including the latest technology; thorough knowledge of the public competitive bidding process; thorough knowledge of acceptable and legal business practices dealing with vendors including the understanding of legal aspects and procedures as they relate to the competitive bidding process and contracts; thorough knowledge of modern office practices and equipment; ability to handle procurement of a wide range of commodities on a large scale; ability to deal with vendors and general public; ability to understand and carry out complex oral and written instructions; ability to plan, assign, and direct the work of assigned staff; ability to establish and maintain effective working relationships with other City officers, employees and the public; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited four year college or university with a Bachelor's degree and two (2) years of responsible experience in volume purchasing, and supervision.

SUBMISSION OF INFORMATION: SEND APPLICATIONS AND RESUMES TO: [Karen.bush@niagarafallsny.gov](mailto:Karen.bush@niagarafallsny.gov)

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING DAYS August 18, 2021-September 1, 2021**