



Job Title: Finance Purchasing Agent, Level 1(Provisional) – Purchasing Department
Job ID: 2132
Location: NYC College of Technology, City University of New York.
300 Jay Street, Brooklyn, NY 11201.
Full/Part Time: Full-Time
Regular/Temp: Regular

GENERAL DUTIES

This class of positions encompasses responsible purchasing of a variety of materials with varying degree of latitude. For independent initiative and judgment and supervisory work of a major subdivision in a large bureau or purchasing organization. There are three assignment levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, with limited latitude for independent or unreviewed action or decision in accordance with standard procedures and legal requirements, performs work of limited difficulty and responsibility in one or more of the following areas:

- Is responsible for the purchase of a volume and variety of materials in assigned fields.
- Reviews purchasing requisitions, checking descriptions and specifications to determine their accuracy and adequacy and consults with department and agencies to adjust possible discrepancies.
- Analyzes market conditions in relation to recent, current, and anticipated purchases.
- Prepares proposals for bidding on items to be purchased.
- Develops lists of prospective bidders.
- Reviews bids and quotations to determine most reasonable price in relation to market conditions and responsibility of bidders and makes recommendations based on these determinations.
- Examines samples of items to determine compliance with specifications or standards, suggesting substitute items when desirable.
- Interviews and corresponds with vendors, business representatives and contractors.
- Analyzes trade journals, catalogs, directories and other technical material with respect to market and price conditions.
- Prepares necessary purchasing documents in accordance with procurement requirements.
- May supervise Assistant Purchasing Agents and clerical personnel.
- Keeps records and makes copies.

Assignment Level II

Under general supervision, with considerable latitude for independent or unreviewed action or direction, in accordance with standard procedures and legal requirements, handles more complex problems in one or more of the following:

- Is responsible for the purchasing of materials in assigned fields which involve a large expenditure of money and the more complex purchasing problems that are continual in nature, due to such factors as seasonal variations, number and variety of items, frequency and extent of emergency purchases, complicated and non-standard nature of items purchased, and liabilities and consequences resulting from purchasing errors.

- May incidentally perform duties described under Assignment Level I.

Assignment Level III

Under direction, with wide latitude for independent or unreviewed action or decision, performs supervisory work in one or more of the following, after having performed duties at Assignment Level I and/or II at least two years:

- Supervises and coordinates the purchasing activities of a subdivision consisting of two or more commodity units.

- Makes investigations in relation to purchase and handles special assignments as required.

- Reviews contract and calendar proposals before advertising.

- Approves recommendations for contract awards, contract modifications, buy-against transactions, formal requests for time extension on contracts, etc.

- Supervises various activities in connection with open market transactions.

- Supervises personnel in the titles of Assistant Purchasing Agents and other clerical personnel.

- May incidentally perform duties described under lower Assignment Levels.

- May, during temporary absence of immediate superior, perform the duties of that individual.

CONTRACT TITLE

Purchasing Agent

FLSA

Non-exempt

MINIMUM QUALIFICATIONS

1. High school graduation or its equivalent and four years of full-time, paid experience in purchasing a large volume and/or variety of materials, supplies, or equipment, two years of which may have been in a field closely related to large-scale purchasing such as inspection or specification writing covering a large volume and/or variety of materials, supplies or equipment; OR
2. A baccalaureate degree, from an accredited college, in marketing, materials testing, mathematics, merchandising, purchasing, retailing, economics, or finance and one (1) year of full-time, paid experience in purchasing a large volume of materials, supplies or equipment; OR
3. A combination of education and/or experience which is equivalent to 1 or 2.

COMPENSATION

New Hire: \$38,449*

Incumbent: \$43,448

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applications should be submitted on-line by accessing the City University of New York website (www.cuny.edu), navigating to Careers at CUNY, and clicking on Job Postings on CUNYfirst link. Applicants must attach resume, cover letter and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

Search extended - Open until filled

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices