



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: PURCHASING AGENT #11044

PAY RATE: \$32.11 - \$40.07

DEPARTMENT/DIVISION: Budget

WORK LOCATION: Lockport

STATUS: Provisional

DESCRIPTION: The Purchasing Agent is a management position responsible for implementing and overseeing the purchasing policies of Niagara County and adhering to the purchasing rules and regulations of New York State. The incumbent will obtain competitive prices on supplies and equipment to assure the prudent and economical use of public monies in the best interests of the taxpayers. Duties include writing bid specifications for various departments, analyzing bid results, interviewing bidders, and providing recommendations regarding awards. Strong written and verbal communication skills are required to administer this collaborative process and accurately capture and fulfill the County's purchasing needs. This position will have the authority to formulate, interpret, and/or implement practices and procedures related to the management and operation of the purchasing function. General supervision is provided by the Director of the Office of Management and Budget. This position has direct supervision over the Buyer and clerical staff. Working within the parameters of Niagara County and New York State purchasing guidelines, the Purchasing Agent will be expected to exercise professionalism and independent judgment to accomplish all related tasks. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a equivalency diploma AND graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a business

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

related field, and three (3) years of paid full-time experience in large-scale purchasing of a variety of commodities. One (1) year of the required experience must have involved the supervision of purchasing activities and personnel.

Provisional Appointment: Successful candidates will be required to take a Civil Service examination and be reachable for a permanent appointment.

DATE POSTED: 05/17/2022 DEADLINE: 05/30/2022

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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