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**THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description**

Title Assistant Purchasing Agent
Title Code 12120
FLSA Status Non-Exempt
Date Issued 1/20/00

General Duties and Responsibilities

Under direct supervision, assists purchasing agents in the purchasing of various commodities, works in accordance with standard procedure and legal requirements; performs related work. In the New York City Board of Education and the New York City Department of General Services; in addition to the duties listed above, may under direct supervision of purchasing agents, purchase materials, supplies and/or equipment in accordance with standard procedures and legal requirements, prepare necessary purchasing documents, performs the tabulation and analysis of bids, the examination of samples, and the investigation of bidders.

General Work Tasks

- Keeps a record of requisition received.
- Examines requisitions and checks the description of items for accuracy, completeness and consistency.
- Assists in editing and revising specifications and conditions of purchase.
- Maintains files for contracts, requisitions and mailing lists of prospective bidders.
- Assists in the tabulation and analysis of bids, the examination of samples and the investigation of bidders.
- Follows up on delayed deliveries.
- Examines trade journals, directories, catalogues, and technical manuals and becomes familiar with market conditions, price trends and trade practices.
- Keep records.
- May interview salesmen and business representatives.

Qualification Requirements

1. High school graduation or its equivalent and two years of full-time, paid experience in purchasing a large volume and/or variety of materials, supplies, or equipment, or two years of full-time, paid experience 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; or
3. A combination of education and/or experience which is equivalent to "1" or "2". Education, at an accredited college, in the fields mentioned in "2" above may be substituted for experience.

Direct Lines of Promotion

FROM: None TO: Purchasing Agent (12121)

SAMPLE RESUME #1 - Basic Format

Your Name

Street Address • City, State, Zip • Telephone number
 List two addresses if you need both Present and Permanent Address (Centend)
 E-mail

OBJECTIVE Seeking a full-time position in Advertising/Marketing - or -
 Seeking an internship in Television Production

EDUCATION Boston University College of Communication Boston, MA
 Bachelor of Science in (Communication, Journalism, or Film and Television) Expected May 2009
 Concentration in (Advertising or Public Relations, or Film Production, etc.) Dean's List
 Liberal Arts Concentration (or Minor if you have one) in English Current GPA: 3.64/0

London Internship Programme (or other study abroad) London, England
 Studies in September - December 2008

Related Course Work
 • Course Name • Course Name
 • Course Name • Course Name

RELATED EXPERIENCE Name of Company City, State
 Title Dates

- Information about what you did and accomplished
- Start each phrase with action words
- If job is current use present tense - If job is over use past tense

Name of Company (Don't forget academic experience such as AdLab) City, State
 Title Dates
 • What you did for company or client
 • More information about what you did
 Prior Title (if you have held two different positions at the same company) Dates

ADDITIONAL EXPERIENCE Name of Company City, State
 Title Dates
 Name of Company City, State
 Title Dates

ACTIVITIES • List extracurricular activities here

SKILLS **Computer:** Knowledge of PC and Macintosh formats: Word, Excel, PowerPoint,
 Dreamweaver, Filemaker, Quark
Language: Fluent in Spanish, basic knowledge of French



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