NOTICE OF EXAMINATION

The City University of New York
Open Competitive Examination No. 1035 for

ASSISTANT PURCHASING AGENT
Salary: $28,744

Exam Date: The Written Test is anticipated to be administered on February 26, 2000.

Filing Period: January 20 through February 7, 2000. You may apply at the Personnel Office of any CUNY College (see address listing on last page).

Filing Fee: The $25 filing fee is non-refundable and will not be waived under any circumstances. Your filing fee is payable only with a postal or bank money order or with a bank certified check, payable to The City University of New York or to CUNY. Personal checks will not be accepted! Do not file for this examination if you do not meet the eligibility requirements because if you are judged to be not qualified, your filing fee will not be returned.

Residency: New York City residency is not required for employment in this title.

Change of Address: Applicants are responsible for notifying the University Personnel Office, 535 East 80th Street, New York, NY 10021, in writing of any change of address and telephone number.

MINIMUM QUALIFICATIONS FOR THE TITLE: ASSISTANT PURCHASING AGENT

1. A four-year high school diploma or its educational equivalent and two years of full-time experience in purchasing a variety of materials, supplies or equipment; or in a field closely related to purchasing such as inspection or specification writing covering a variety of materials, supplies or equipment; or

2. An associate degree or completion of 60 college credits from an accredited college, and one year full-time experience as described in “1” above; or

3. A baccalaureate degree from an accredited college; or

4. Education and/or Experience equivalent to “1”, “2” or “3” above.

Education and Experience Requirements must be met by the last day of the Application Period.

Job Description

Under direct supervision, assists purchasing agents or other professional staff in the purchasing of various goods and services; works in accordance with standard procedures and legal requirements; performs related work.
TYPICAL TASKS:
Keeps a record of requisitions 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 preparing purchase proposals and suggest possible sources of supply. 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. Keeps records. May interview vendors and business representatives. May enter and retrieve data from automated systems.

HOW TO APPLY

You or your representative must obtain an application package between the hours of 9:00 a.m. and 4:00 p.m., Mondays through Thursdays from January 20, 2000 through February 7, 2000. Visit the Personnel Office at any CUNY College listed in this notice. No application packages will be mailed; no telephone requests will be accepted.

You must complete and sign your application, the qualifications review form and, any other applicable form. Your filing fee must be a money order or certified check payable to The City University of New York (or CUNY). Personal checks will not be accepted. The filing fee is not refundable and will not be waived under any circumstances.

You or your representative must return you completed application package with the filing fee in person to any CUNY Personnel Office by 4:00 p.m. Monday, February 7, 2000, or mail it postmarked on or before Monday, February 7, 2000, to The City University of New York, Examinations Unit, 535 East 80th Street, New York, NY 10021.

THE EXAMINATION PROCESS

Written Test: 100% of final ranked rating.
To be administered on February 26, 2000. You must pass the written examination with a minimum score of 70 to be considered for appointment. If you have not met the minimum qualifications for the test, you will not receive a score.

If you do not receive your admission letter by February 19, 2000, please call the Examinations Unit at The City University of New York at (212) 794-5599.

Expanded Scope of the Examination:

1. Principles and Practices of Purchasing

These questions test for candidates’ knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

2. Preparing written material

These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.

3. Understanding and interpreting written material
These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**Probationary Period** --- Each position is subject to a one-year probationary period following appointment from the CUNY civil service eligible list.

**Proof of Identity and Work Authorization** --- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.

**English Requirement** --- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you do not meet this requirement.

**Veteran Credits** --- Veteran credits can be used only once within New York State. If the applicant is eligible for veteran credits as detailed below, and has not used them for a prior examination, he/she may claim them for this exam if they so choose. To receive credit in this examination, applicants must pass the written test and have full-time active duty military service (not the military reserves, and not the national or state guards) in the armed forces of the United States with honorable discharge or separation between:

- (Korean Conflict) June 22, 1950 to January 15, 1955
- (Vietnam Conflict) December 22, 1961 to May 7, 1975
- (Hostilities in Lebanon) * June 1, 1983 to December 1, 1987
- (Hostilities in Grenada)* October 23, 1983 to November 21, 1983
- (Hostilities in Panama)* December 20, 1989 to January 31, 1990

August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)

* requires Expeditionary Medal

**SPECIAL ARRANGEMENTS**

Accommodations for this examination are available for certified disabled applicants. Applicants should submit their request for special accommodations by completing the Request for Accommodation Form. A physician, psychologist, or agency authorized for the purpose of confirming the specific nature of the applicants disability must complete the indicated section of the Request for Accommodation Form. The accommodation request must be submitted with the applicants application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by February 12, 2000. Information regarding the applicants disability will be kept confidential.

For applicants unable to participate in the Written Test as scheduled because of their religious beliefs, a documented death in the immediate family, a hospitalization, military service, or a mandated court attendance, an alternate written test date will be scheduled. Applicants requesting an alternate written test date must provide documentation. Sabbath observers must submit a signed statement on letterhead from the applicants religious leader certifying to the applicants religious observance. Applicants requesting an alternate test date, except for applicants who are hospitalized or have had a death in their immediate family, must provide the University Personnel Office with advance notice as well as documentation explaining why they are requesting an alternate test date. All requests must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked within two weeks of the original notice to report to the Written Test.
NOTE: Since the written test component of this examination was developed by the New York State Division of Testing Services, if you have applied for any other civil service examinations to be given on the same test date, February 26, 2000, for employment within New York State or any other local jurisdiction within New York State, excluding New York City, you must make arrangements to take all the examinations at one test site. The request must be submitted with your application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by February 12, 2000.

OTHER

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination. This examination is conducted pursuant to the Civil Service Personnel Rules and Regulations of The City University of New York.

CUNY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, ADA AND IMMIGRATION REFORM AND CONTROL ACT EMPLOYER

CUNY COLLEGE ADDRESSES

THE BRONX

Bronx Community College
W. 181 St. & University Ave.
The Bronx, NY 10453

Hostos Community College
500 Grand Concourse
The Bronx, NY 10451

Lehman College
Bedford Park Blvd. West
The Bronx, NY 10468

BROOKLYN

Brooklyn College
Bedford Ave. & Ave. >H=
Brooklyn, NY 11210

Medgar Evers College
1650 Bedford Avenue
Brooklyn, NY 11225

Kingsborough Community College
2001 Oriental Boulevard
Brooklyn, NY 11235

N.Y.C. Technical College
300 Jay Street
Brooklyn, NY 11201

MANHATTAN

Baruch College
135 East 22 Street
New York, NY 10010

Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007

Central Office/CUNY
535 East 80 Street
New York, NY 10021

The City College
Convent Ave. & 138 Street
New York, NY 10031

The Graduate School
365 Fifth Ave. at E. 34 Street
New York, NY 10016

Hunter College
695 Park Avenue
New York, NY 10021

John Jay College
899 Tenth Avenue
New York, NY 10019

QUEENS

LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY 11101

CUNY Law School
65-21 Main Street
Flushing, NY 11367

Queens College
65-30 Kissena Boulevard
Flushing, NY 11367

Queensborough Community College
222-05 56 Ave. at Springfield Blvd.
Bayside, NY 11364

York College
94-20 Guy Brewer Blvd.
Jamaica, NY 11451

STATEN ISLAND

The College of Staten Island
2800 Victory Boulevard
Staten Island, NY 10314
ASSISTANT PURCHASING AGENT

General Statement of Duties and Responsibilities

Under direct supervision, assists purchasing agents in the purchasing of various commodities; works in accordance with standard procedures 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.

Examples of Typical Tasks

Keeps a record of requisitions 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 preparing purchase proposals and suggests possible sources of supply.

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.

Keeps 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
Qualification Requirements (Cont'd)

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)