



PURCHASING AGENT

The Town of Amherst in Erie County, NY is seeking an experienced professional to serve as Purchasing Agent to oversee all internal purchasing functions, ensure compliance with Federal, State and local laws, and assure the prudent and economical use of public funds. Coordinates with departments on purchasing needs, prepares bid specifications and requests for proposals, analyzes results, interviews bidders and recommends awards. Manages lower level staff. Strong written and verbal communication, professionalism and independent judgement required. Amherst residency will be required. Requires a Bachelor's degree in a business related field and three (3) years of full time paid experience involving purchasing activities in a governmental or commercial organization. Excellent compensation and benefits package available. Successful completion of a civil service exam will be required at a later date. Minority applicants are encouraged to apply. Forward letter of application, resume and three (3) professional references postmarked by January 31, 2020 to Robert P. McCarthy, Director of Human Resources, Town of Amherst, 5583 Main Street, Williamsville, NY 14221. EOE, M/F/V/D