

BUYER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for assisting the Director of Purchasing in the purchase of supplies, materials, equipment, and services. The incumbent obtains prices and quotations; meets salespeople and vendors; and checks on the delivery of purchases. Work is performed under the direct supervision of a higher-level supervisor with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision over the work of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Corresponds frequently by phone or by e-mail with vendors, firms and suppliers to gain information and to solve problems concerning materials, invoices, contracts, deliveries, substitutions, inquiries, price quotations, discrepancies in billing, misinterpretations of purchase orders and complaints; Places orders with vendors for supplies, materials and equipment after receiving requisitions from operating departments; Obtains price quotations through phone or e-mail requests and studies comparative price quotations to insure greater economy in purchases; Assists in the review of new purchasing procedures; Keeps simple lists and files such as price lists, quarterly lists of vendors used and amount of money spent on purchases, files of processed purchase orders, claims outstanding, incomplete orders and delayed materials; Performs arithmetic computations on purchase requisition forms and on bids from vendors; Assists in the maintenance of the resource library and State contract file; Assists the Director of Purchasing in the implementation of surplus equipment procedures. Assists the Director of Purchasing in the development of specifications for formal bids and requests for quotations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of purchasing and office routines;
Ability to understand and interpret the New York State General Municipal Law as it relates to municipal purchasing;
Good knowledge of ethical and acceptable business practices in dealing with vendors and suppliers;
Skill in mathematical computations;
Ability to meet and deal effectively with business representatives and county departmental representatives;
Ability to analyze and compare price quotations;

Ability to keep records and write narrative reports;
Ability to perform close, detail work involving considerable visual effort;
Ability to operate a computer terminal and office machines such as copier, fax, etc.
Good judgment.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of experience in purchasing activities including, processing purchase orders, developing bid specifications and preparing requests for quotations; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three years of experience in purchasing activities including, processing purchase orders, developing bid specifications and preparing requests for quotations; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience in purchasing activities including, processing purchase orders, developing bid specifications and preparing requests for quotations; OR
- D) Any equivalent combination of training and experience as defined by the limits of A), B) and C) above.