

SENIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position will assist in the day-to-day administration and operation of the Purchasing Department. The incumbent in this position is responsible for assisting the Purchasing Agent in the purchase of supplies, materials, equipment and services and may preside at public bid openings; may represent the Department before the County's Board of Acquisition and Contract. May represent the Department during the absence of the Purchasing Agent; and may assist in the preparation and approval of bid specifications. The incumbent obtains prices and quotations and interviews sales people and vendors. Work is performed under direct supervision with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of Buyers and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Corresponds frequently by phone and by letter 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 verbal and written orders with vendors for supplies, materials and equipment after receiving requisitions from operating departments;

Obtains price quotations through phone and mail requests and personal visits, and studies comparative price quotations to ensure greater economy in purchases;

Prepares and reviews requests for Purchasing and Board of Acquisition & Contract (BAC) approval;

Assists in the development of new purchasing procedures;

Assists with the review of bids, the distribution of daily work assignments to departmental staff, the review and establishment of policies and procedures designed to ensure that Broome County is in compliance with Federal, State and Local Laws governing purchasing practices, and with implementation of surplus equipment procedures;

Assists the Director of Purchasing in the preparation of legislative resolutions;

Assists the Director of Purchasing in the development of specifications for formal bids and requests for proposals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of purchasing and office routines;

Good knowledge of 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 involving addition, subtraction and percentages;
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 and strain;
Ability to use a personal computer;
Good judgment.

MINIMUM QUALIFICATIONS:

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

NOTE: Purchasing experience is defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and vendor relations and follow-up. Experience limited to requisitioning or ordering from salespeople will not be considered as qualifying. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.