

SENIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position will assist in the day-to-day operation of the Purchasing Division of the office of Management and Budget. The incumbent in this position has responsibility for assisting in the purchase of supplies, material, equipment, and services, and may preside at public bid openings. The incumbent may represent the Purchasing Division before the County Board of Acquisition and Contract (BAC) and assists in the preparation and approval of bid specifications. May represent the Division during the absence of the Purchasing Agent and Director. Responsibilities also include obtaining prices and quotations, and interviewing salespeople and vendors. Work is performed under the direct supervision of the Director of the Office of Management and Budget or the Purchasing Agent with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. May supervise the work of Buyers and clerical staff as required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Corresponds frequently 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;
Prepares and reviews requests for Purchasing and the Board of Acquisition and Contract (BAC) approval;
Assists in the development of new purchasing procedures;
Assists with the review of bids;
Assists with the review and establishment of policies and procedures designed to ensure compliance with Federal, State, and Local Laws governing purchasing procedures;
Assists the Purchasing Agent in the preparation of legislative resolutions;
Assists the Purchasing Agent in the development of specification solicitations (IFQ/RFB/RFP/RFQ).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the 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;

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Skill in mathematical computations involving addition, subtractions, and percentages;
Ability to meet and deal effectively with business representatives and county departmental representatives;
Ability to communicate effectively both orally and in writing;
Ability to establish effective working relationships;
Ability to analyze and compare price quotations;
Ability to maintain records and write narrative reports;
Ability to perform close, detail-oriented 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) An 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 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.