

Department: County Manager - Purchasing
Classification: Competitive
Grade: 4 M/C

SPEC DISK DC
DOCUMENT 03

SENIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Purchasing Agent in the purchase of supplies, materials and equipment and may assist or preside at public bid openings. The incumbent obtains prices and quotations and interviews sales people and vendors as it relates to the purchase of goods and materials. Work is performed under direct supervision with some leeway allowed for the exercise of independent judgement in planning and carrying out the duties of the positions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
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 insure greater economy in purchases;
Reviews vouchers, invoices and other financial documents according to prescribed procedures and policies in order to verify the accuracy and completeness of information recorded on them;
Checks for accuracy of computations;
Submits financial documents for payment;
Responds to routine departmental and vendor problems and inquiries;
May process, sort, index, record, copy and file documents, records and reports;
Operates telephone, computer, copier, calculator and other related office equipment.

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 analyze and organize data; ability to use a personal computer; integrity and good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Open to employees currently holding the title of Essex County Purchasing Clerk on a permanent competitive basis for a period of two (2) years.

SENIOR BUYER - CONTINUED

OPEN COMPETITIVE: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business or public administration and two years of experience in public purchasing on a large scale of a variety of commodities; or
- b) Graduation from high school or possession of a high school equivalency diploma and four years of experience in public purchasing on a large scale of a variety of commodities; or
- c) An equivalent combination of training and experience as defined by a) and b).

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