Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: PURCHASING BUYER
(Provisional* Appointment)

SALARY: $53,497 - $71,105 annually

LOCATION: Monroe County Department of Finance
Purchasing

JOB SUMMARY:
This position is responsible for the purchasing of supplies, equipment and services requisitioned by County departments, as well as the public bidding of all construction contracts and other capital projects. Purchasing Buyers must adhere to the General Municipal Law, the County Charter, regulations and established procedures of the County of Monroe. The employee reports directly to, and works under the general supervision of an Associate or Senior Purchasing Buyer or other higher-level staff member. Supervision may be exercised over clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of an equivalency diploma plus, EITHER:

(A) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional** purchasing experience, or contract monitoring, or in a clerical capacity in a government purchasing office; OR,

(B) Graduation from a regionally accredited or New York State college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,

(C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above; OR

(D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**professional experience does not include office clerical, secretarial or similar experience.

NOTE: A Master's degree in Business or Public Administration may be substituted for one (1) year of experience.

SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.
An Equal Opportunity Employer

SPECIAL REQUIREMENTS CONTINUED:
Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: August 7, 2026

Posting Deadline: Until filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.

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