



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

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### REVISED

**TITLE:** PURCHASING BUYER (Provisional\* Appointment)

**SALARY:** \$39,456 - \$50,039 annually

**LOCATION:** Monroe County Department of Finance - Purchasing

#### JOB SUMMARY:

This position involves 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 or successful completion of one-hundred and twenty (120) college semester credits hours plus two (2) years paid full-time or its part-time equivalent professional\* purchasing experience, 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 or successful completion of sixty (60) college semester credit hours 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:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

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

**REVISED Posting Date:** September 6, 2018

**Posting Deadline:** September 21, 2018

\*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.