

SENIOR BUYER

Code No. 3-18-317
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level position in a School District Purchasing Department responsible for purchasing the District's supplies, equipment and services. This position differs from Buyer by virtue of its responsibility for more complex and difficult buying duties. Work further involves performing special projects as assigned. The employee reports directly to and works under general supervision from the Purchasing Agent. General supervision is exercised over a professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans and schedules purchasing of complex and difficult commodities;

Plans and schedules purchasing of commodities using school requisitions and requirement lists, reviewing annual expenditures and historical data;

Reviews specifications submitted by schools for adequacy and compliance with State and local requirements;

Conducts research regarding such factors as quality, price and delivery schedules prior to specification preparation and proceeding bid award;

Arranges contractual services for major procurements;

Disposes of surplus equipment;

Supervises and trains a professional and clerical staff;

Attends meetings and conferences as a representative of the department;

Acts for the Purchasing Agent during absences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of New York State General Municipal Law as related to municipal purchasing; good knowledge of competitive purchasing procedures; good knowledge of ethical and acceptable business practices in dealing with vendors and suppliers; good knowledge of office procedures and practices as related to municipal purchasing; skill in mathematical computation; ability to meet and deal effectively with salespeople and district representatives; ability to plan and maintain work schedules; ability to train and supervise others; ability to conduct research; ability to communicate both orally and in writing; ability to establish and maintain effective professional relationships; thoroughness; initiative; accuracy; integrity; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent experience in a purchasing organization as a professional buyer, two (2) of which must have been in a public purchasing office; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years of experience as defined in (A), two of which must have been in a public purchasing office; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: February 13, 1992