

## BUYER

Code No. 5-02-013  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for purchasing supplies, equipment and services involving direct contact with suppliers, vendors and their commodities. The employee reports directly to and works under general supervision of a higher-level staff member. 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.)

Confers with administrators, curriculum staff specialists, department heads, teachers and others in the development and clarification of requirements;

Drafts bid lists and bid specifications in collaboration with responsible line and staff personnel;

Selects suppliers, interviews and corresponds with vendors;

Obtains price quotations (formal and informal) for supplies and equipment;

Creates purchase contracts for selected items;

Recommends award of purchase contracts for selected items;

Solicits and reviews bids from vendors;

Monitors market conditions and price trends; searches for new sources of supply and improved items within assigned commodity groupings;

Performs follow-up activity on open purchase orders, obtaining delivery dates;

Resolves receipt problems and other vendor difficulties;

Recommends evaluations of vendors based upon observed performance;

Initiates and participates in the quality evaluation of product samples.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good 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; skill in mathematical computation; ability to meet and deal with salespeople and district representatives; ability to conduct research; ability to communicate effectively 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 with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience in a purchasing office setting or professional\* experience as a Buyer or similar purchasing position; OR,
- (B) Graduation with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience, as defined in (A) above; OR,
- (C) Five (5) 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, for the purpose of these minimum qualifications, does not include clerical, secretarial, maintenance or similar experience.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have 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.

Monroe County Civil Service Commission

ADOPTED: November 14, 1974

REVISED: March 12, 1992

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