

## **BUYER TRAINEE**

Code No. 5-02-014

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a one year trainee position in which the incumbent learns and assists in the procurement of commodities for a municipality or school district on the job. Under close supervision, the Buyer Trainee assists in selecting vendors and soliciting quotations, requisitioning supplies and equipment, securing and reviewing bids and related purchasing activities. After serving a successful one year traineeship, incumbents are promoted to the position of Buyer without further competitive examination. Incumbents who do not successfully complete the one year traineeship will be removed from the Buyer Trainee position. The employee reports directly to and works under direct supervision from 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.)

Under supervision:

Recommends new products and sources of supply;

Keeps current on pricing and market trends, vendor lists and bidder's lists;

Recommends requisitions for issuing purchase orders within the framework of budget allocations;

Selects vendors and solicits quotations;

Receives and tabulates bids on supplies and services;

Completes and processes appropriate forms and paperwork for purchasing supplies and services;

Secures and reviews bids within the scope of applicable laws and procedures; keeps current on laws affecting the purchase and delivery of items procured;

Prepares all bidding documents for review and approval;

Drafts the preparation of specifications for items to be purchased, maintains liaison with district personnel and contractors in their dealings with the Purchasing Department.

Confers with appropriate district personnel on the needs of their respective areas, providing pricing, product and market information;

Interviews sales representatives;

Examines quality of products after delivery;

Recommends changes in quality or source of supply;

Assembles in-house purchasing catalogs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of business mathematics and English; working knowledge of competitive purchasing procedures; working knowledge of New York State General Municipal Law as related to municipal purchasing; ability to follow oral and written directions; ability to communicate orally and in writing; ability to establish and maintain effective working relationships particularly with vendors and suppliers; organizational ability; good judgment; 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 two (2) years paid full-time or its part-time equivalent experience in a professional\* or clerical capacity in a purchasing office setting, or professional\* experience as a Buyer or similar purchasing position;
- (B) Four (4) years of experience as defined in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, maintenance, or similar experience.

**SPECIAL REQUIREMENT:**

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 job.

REVISED: March 11, 1993

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**ADDITIONAL INFORMATION:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

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.