

PURCHASING BUYER TRAINEE

Code No: 3-05-145

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position involving on-the-job training in the purchasing of supplies, equipment and services requisitioned by County departments as well as public bidding of all construction contracts and other capital projects. The employee reports directly to, and works under the general supervision of, the Purchasing Manager or other higher level staff member in accordance with general municipal law, County Charter and the regulations and established procedures of Monroe County. Upon successful completion of a two (2) year traineeship, incumbents are promoted to Purchasing Buyer without further examination. Incumbents who do not successfully complete the two (2) year traineeship will be removed from the position. 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.)

Assists in planning and scheduling the purchase of assigned commodities using department requests and surveys, reviews of annual budget and review of historical data;

Participates in researching departmental needs and developing specifications for products to be bid;

Aides in selecting vendors and acquiring quotes of prices for purchases that are not subject to competitive bidding;

Assists in receiving, opening and tabulating public bids;

Participates in the review of trade publications; meets with vendors to identify available suppliers;

Expedites processing of requisitions, delivery of goods, and payment to vendors as needed;

Maintains complete and thorough purchasing records;

Maintains lists of qualified bidders within assigned commodity area;

Maintains history of unfavorable vendor performance in order to assure future awards are made to responsible bidders;

Disposes of surplus equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of New York State General Municipal Law as it relates to municipal purchasing; working knowledge of competitive purchasing

procedures; working knowledge of ethical and acceptable business practices in dealing with vendors and suppliers; skill in mathematical computation; ability to effectively communicate both orally and in writing; ability to meet and deal effectively with salesmen and County departmental representatives; ability to plan and maintain work schedules; ability to do research; ability to establish and maintain effective working relationships; initiative; integrity; good judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

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

- (A) Two (2) years of paid full-time or its part-time equivalent buying experience with full responsibility for purchasing supplies and equipment and preparation of materials and services specifications, or two (2) years paid full-time or its part-time equivalent experience tracking the cost, quality, and delivery of products; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

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: January 9, 1986

REVISED: November 6, 2008