



DATE: July 8, 2025

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Edward Jordan, Director of General Services
100 Development Court, Suite 400, Kingston, NY 12401

JOB VACANCY: Buyer / Full-Time / Contingent Permanent/Temporary / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$27.31 / hour (Grade 12)

FILL DATE: July 29, 2025

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of routine purchasing tasks to guarantee that all preparation for departmental competitive quotes, bids, and requests for proposal are prepared following prescribed guidelines. The incumbent obtains prices and quotations of a wide range of materials, supplies and equipment and works in collaboration with vendors and sales people to ensure that the orders are in compliance with agreed upon terms. The work is performed under the general supervision of a higher-level employee with leeway allowed for the exercise of independent judgment and initiative in work methods. In those cases where the purchase involves large sums of money, the work is performed under the direct supervision with important purchasing decisions left to superiors. Supervision is not usually a responsibility of an employee in this class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of governmental purchasing practices and procedures; working knowledge of state and local legal restrictions, limitations and requirements pertaining to purchasing; working knowledge of a wide range of commodities; ability to understand technical written material and follow technical oral and written directions; ability to prepare technical written material such as specifications; ability to maintain records, including inventory records; ability to make arithmetic computations quickly and accurately; ability to compose simple correspondence; ability to deal effectively and get along with personnel at all levels of the organization; thoroughness; honesty; accuracy; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university; **OR**
- B. Possession of an Associate's Degree from a regionally accredited or New York State registered college or university and two (2) years of full-time paid, or its' part-time equivalent, experience as a purchase specification writer, buyer or in a similar position in the purchasing field; **OR**
- C. Completion of 60 credit hours from a regionally accredited or New York State registered college or university and two (2) years of full-time paid, or its' part-time equivalent, experience as a purchase specification writer, buyer or in a similar position in the purchasing field; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid, or its' part-time equivalent, experience as a purchase specification writer, buyer or in a similar position in the purchasing field; **OR**
- E. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPT.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.