

ASSOCIATE BUYER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for performing a variety of complex purchasing tasks to guarantee that all preparation for departmental competitive quotes and bids are prepared following prescribed guidelines. This class is distinguished from that of Buyer by the greater complexity of purchasing tasks performed. 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. The incumbent may exercise supervision over the work of Buyers and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the review and assignment of purchase requisitions;

Facilitates and supervises the RFP and bid processes;

Reviews purchase requisitions submitted by departments, determines the most appropriate and economical source of item and prepares purchase orders for such;

Prepares complex purchase specifications that involve large sums of money for items put to quote or bid and posts such to an electronic bidder's registration system;

Corresponds frequently with vendors, firms and suppliers, as well as various departments, to gain information and to solve any problems concerning materials ordered, invoices, contracts, deliveries, substitutions, price quotations and other general inquiries and follows-up on orders not delivered;

Maintains records and files such as price lists, lists of vendors used, files of processed purchase orders, outstanding claims, incomplete orders and other similar material and compiles detailed information for reports as needed;

Conducts routine research on vendors by consulting with others who might have knowledge of the quality of the vendor's goods or the financial status of the vendor;

Researches New York State contracts and commodity information via the internet;

Obtains price quotations from various vendors and suppliers and studies comparative price quotations to ensure greater economy in purchases;

Places written orders for supplies, materials and equipment after receiving requisitions from operating department;

Counsels lower level purchasing staff in procedures and policies of purchasing department;

Performs incidental typing and operates office machines such as calculators and computers;

May supervise the work of subordinate employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of governmental purchasing practices and procedures; Good knowledge of state and local legal restrictions, limitations and requirements pertaining to purchasing; Good knowledge of inventory procedures and techniques; Good knowledge of a wide range of commodities; ability to understand technical written materials 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Associate's Degree from a regionally accredited or New York State registered college or university in Business Administration, Marketing or a related field, and one (1) year of paid experience as a purchase specification writer, buyer or in a similar position in the purchasing field; OR
- B. Completion of 60 credit hours from a regionally accredited or New York State registered college or university in the field of Business Administration, Marketing or a related field and one (1) year of paid experience as a purchase specification writer, buyer or in a similar position in the purchasing field; OR
- C. Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience as a purchase specification writer, buyer or in a similar position in the purchasing field; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
0569 ASSOC BUYR
Classification: Competitive
Grade: 11
Union: CSEA

Adopted: December 30, 2008
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