

BUYER

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.

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.

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

Prepares detailed purchase specifications for bid, quote and RFP solicitations and posts to an electronic bidder's registration system;

Facilitates and supervises the requests for proposal and bid processes;

Prepares award letters for goods and services, notifies vendors and follows-up on contracts awarded;

Reviews and approves all print out work produced by contract vendor;

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;

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

Prepares and maintains records, files and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up;

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;

Resolves issues and complaints from departmental users and vendors;

Maintains knowledge base of current developments in purchasing;

May assist in a variety of Mail Room duties such as sorting and delivering mail, as assigned by supervisor.

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.

ULSTER COUNTY
0980 BUYER
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: October 20, 1980
Revised: November 24, 1986
Revised: January 19, 1999
Revised: December 6, 2006
Revised: December 30, 2008
Revised: May 19, 2011
Revised: January 12, 2016
Revised: August 26, 2019