

PRINCIPAL BUYER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides assistance concerning product information and specification details, evaluates and analyzes recurring agency requirements, reviews requisitions, determines content and format of bid proposals, develops sources of supply and bidders for contracts, evaluates bids, recommends contract awards, directs the preparation of contract documents and initiates correspondence to successful bidders. This class is distinguished from that of Buyer by the supervision exercised and by the greater complexity of the purchasing tasks performed. The work is performed under the direct supervision of the Director of Purchasing and Deputy Director of Purchasing, with considerable leeway allowed for the exercise of independent judgment in work details. Supervision is exercised over the work of Buyers and clerical staff. 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.

Works with Ulster County department heads, architects and engineers to prepare, facilitate and award bids and contracts for large construction and repair projects, including bids for Capital projects;

Facilitates the hiring of architect and engineering services for large building and construction projects for all Ulster County departments as well as SUNY Ulster;

Performs vehicle and fleet purchases, many requiring special purchasing procedures involving New York State Contract, grant monies, DOT (Department of Transportation) or FTA (Federal Transit Administration) regulations and others;

Conducts pre-bid and pre-proposal conferences;

Facilitates and supervises the RFP and bid processes;

Coordinates and supervises activities of evaluation committees;

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

Researches and recommends revisions and modifications to the scope of work when necessary;

Participates in the review and approval of purchase requisitions;

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

Manages online auction process for the sale and disposition of surplus county assets;

Supervises the compilation and maintenance of vendor product information;

Supervises the work of subordinate employees;

Participates in planning and improving Purchasing Department operation;

Keeps apprised of current developments in purchasing;

May act on behalf of the Purchasing Agent or Deputy Purchasing Agent in their absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of governmental purchasing practices and procedures; thorough 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; working knowledge of the principles and practices of supervision; ability to understand technical written material; ability to prepare technical written material such as specifications; ability to make arithmetic computations quickly and accurately; ability to compose correspondence and prepare narrative and statistical reports; ability to deal effectively and get along well with others and with the public; honesty; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree from an accredited college or university and two (2) years of paid experience in the commodity purchasing field; **OR**
- B. Possession of an Associate's Degree from an accredited college or university, and four (4) years of paid experience in the commodity purchasing field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of paid experience in the commodity purchasing field; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
4986 PR BUYER
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: May 19, 2011
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