

SENIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and participates in purchasing tasks. This class is distinguished from that of Associate Buyer and Buyer by the supervision exercised, by the greater complexity of the purchasing tasks performed and by the additional responsibility for performing and maintaining an inventory of county fixed assets. The work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in work details. Supervision is exercised over the work of Associate Buyers, 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 of purchase requisitions, the determination of the most economic source of items and the preparation of purchase orders;

Supervises and participates in the preparation of detailed purchase specifications for items put to bid;

Facilitates and supervises the RFP and bid processes;

Conducts and maintains an inventory of county fixed assets;

Advertises for price quotes, reviews price quotes and information on quality of vendors' goods and services and makes recommendations to the purchasing agent on which vendor should be awarded the contract;

Supervises and participates in the compilation and maintenance of vendor product information;

Prepares contracts for goods, sends them to vendors and follows-up on contracts awarded;

Supervises and participates in the preparation of detailed reports and the maintenance of records.

Supervises the work of subordinate employees;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough 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; ability to understand technical written material and follow technical oral and written directions; 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 supervise the work of a small staff; ability to deal effectively and get along with employees at all levels of the organization and with the public; ability to operate a typewriter, computer terminal and other office machines (the ability to type at the rate of 35 words per minute is not a requirement of an employee in this position); honesty; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's Degree from a regionally accredited or New York State registered college or university in Business Administration, Marketing or a related field ;
- B. Associate's Degree from a regionally accredited or New York State registered college or university in Business Administration, Marketing or a related field, and two (2) years 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 four (4) 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
6030 SR BUYER
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: January 27, 1981
Revised: January 19, 1999
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