

BUYER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for recommending the purchase of materials and supplies for government use. The position differs from that of the Purchasing Agent and the Assistant Purchasing Agent, because the Buyer will not make the final decision to purchase items and will not have any responsibility for managing the operations of the Division of Central Services. A person in this class will be required to perform liaison duties with suppliers and the agencies using the services of the Division of Central Services. The incumbent may prepare specifications under the supervision of a higher level employee. The work is performed under the direct supervision of the Assistant Purchasing Agent. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Confers with departments/agencies regarding requirements, specifications, quality standards, and delivery requirements;
2. Examines requisitions submitted by departments/agencies for accuracy and completeness;
3. Recommends substitutes to save costs or improve deliveries;
4. Solicits and analyzes quotations for new or non-standard items;
5. Recommends awarding of purchase orders/contracts;
6. Maintains relations with suppliers;
7. Expedites shipments and orders when necessary;
8. Handles adjustments and returns to suppliers;
9. May advise other government agencies on purchasing practices;
10. Maintains records and prepares reports as necessary;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of procurement administration, including the laws and rules relating to public purchasing;

Knowledge of markets, trade conditions, business methods and purchasing practices;

Knowledge of current practices dealing with appropriations for purchase specifications;

Ability to establish satisfactory working relationships with suppliers and user agencies;

Ability to evaluate materials and services;

Ability to understand and carry out complex oral and written instructions;

Ability to communicate effectively both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration or a related field and two (2) years of full time work experience in purchasing a variety of materials, supplies or equipment for a private or public organization;

BUYER (cont'd)

MINIMUM QUALIFICATIONS: (cont'd)

- OR: (B) Graduation from high school and four (4) years of full time work experience in purchasing a variety of materials, supplies or equipment for a private or public organization;
- OR: (C) An equivalent combination of education, training and experience as listed in (A) and (B) above.

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ADOPTED: 08/25/78

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