

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 04/17/2023

BUYER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the purchase of supplies, equipment, and surpluses of similar items required by the agency. The work is performed under direct supervision of a Senior Buyer, Assistant Director, Director of Purchasing, or another higher-level supervisor. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Examines requisitions for accuracy and completeness;
Solicits competitive prices via telephone, fax, internet and letter;
Processes orders as required;
Confers with and advises departments of quality of goods ordered;
Maintains appropriate records of purchasing activities and State Purchasing Controls;
Operates computer, calculator, and other office machines;
Recommends changes in purchasing practices when deemed advisable;
Additional duties as needed for the preparation of Formal Bids and surpluses of County property.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of markets, trade conditions, business methods, practices governing various types of commodities; good knowledge of office routine, methods, and practices; good knowledge of business English and arithmetic; ability to analyze and compare prices and quotations; ability to operate a computer to process and prepare reports, to use e-mail and to access the internet.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's Degree in business administration, accounting, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience purchasing a variety of materials, supplies or equipment for a public or private organization.

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/1982
Revised: 12/28/1992, 01/07/1993, 08/22/1996, 06/16/1997, 12/17/1999, 10/27/2005, 12/15/2005, 04/17/2023