

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 01/03/07

## **SENIOR BUYER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Purchasing Department and involves responsibility for the purchase of supplies, materials and equipment on a large scale. Senior Buyers are usually responsible for the purchase of certain types of commodities. They have a much wider variety of items to purchase and must make decisions involving larger expenditures of funds than buyers. They work under general supervision of either the Assistant Director or the Director of Purchasing. Supervision may be exercised over subordinate staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Contacts vendors relative to materials, invoices and contracts;  
Obtains and studies comparative prices and quotations;  
Studies price trends and market conditions, as they affect particular commodities;  
Interviews sales personnel regarding purchase of commodities;  
Keeps records and files relating to purchasing;  
Prepares reports for Director, Assistant Director of Purchasing, and others;  
Aids in the canvass of bids received to determine low bidders and other bid functions;  
Prepares deposits and referrals for bid specifications;  
Assists with ebay activities as needed;  
Prepares yearly purchase orders for county departments;  
Advises department heads on equipment, products and materials;  
Recommends changes in purchase practices when deemed advisable;  
Serves as a resource person regarding purchasing for department heads and other officials from local cities, towns, and villages.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of markets, trade conditions, business methods and purchasing practices governing various types for commodities; thorough knowledge of office routines, methods and practices; thorough knowledge of English and arithmetic; ability to analyze and compare prices and quotations; ability to keep records and make reports; ability to establish and maintain good working relationships with others; ability to use a computer to process and prepare reports, and to use e-mail and the internet; integrity and sound judgment.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate's Degree in Business Administration, Accounting, or other related field **AND** two (2) years of experience in the purchasing of a variety of materials, supplies or equipment for a public or private organization;  
**OR**
- (B) Graduation from a high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (A) above.

**NOTE:** Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/82  
Revised: 08/21/96, 12/17/99, 11/29/00, 01/03/07

*Title in promotional series: Buyer, Senior Buyer*