

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Revised: 12/15/05

## **BUYER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Purchasing Department and Department of Social Services, and involves responsibility for assisting in the purchase of supplies, equipment, and surpluses of similar items required by agencies of the County. The work is performed under direct supervision of a Senior Buyer, Assistant Director or Director of Purchasing or other higher level supervisor. 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) Graduation from a regionally accredited or New York State registered college or university with an 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.

**NOTE:** Verifiable volunteer work and part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/82  
Revised: 12/28/92, 01/07/93, 08/22/96, 06/16/97, 12/17/99, 10/27/05, 12/15/05

*Title in promotional series: Buyer, Senior Buyer, Assistant Purchasing Director*