

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of purchasing and buying duties for both bid and non-bid purchasing of services, supplies, and materials for departments of the county government. Work is performed under supervision with leeway for conferring with representatives of county departments and/or vendors on specific purchasing assignments. Problems concerning policy or procedure are referred to a supervisor for decision.

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.*

Prepares and processes requisitions and purchase orders, both manually and electronically;

Prepares bid specifications or reviews specifications prepared by others;

Requests price quotations and compares quotes received;

Meets with representatives of county departments to determine purchasing requirements and specifications;

Answers questions and complaints, suggests solutions to problems;

Purchases utilizing New York State Contract and other preferred sources;

Compiles data and prepares financial and statistical reports.

Performs paperwork to determine the best cost for products, services and materials;

Meets with vendors, negotiates prices;

Communicates with departments and vendors;

Answers telephone, files office related documentation;

Updates and maintains products and vendor files;

Conducts correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of large scale purchasing; proficient with computers; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and equipment; working knowledge of account keeping methods and procedures; ability to write and review quotations and bid specifications; ability to understand and follow oral and written instructions; ability to perform arithmetic computations rapidly and accurately; ability to get along well with others; integrity; accuracy; sound judgment; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Accounting, Business Administration, Marketing, Finance, or related field and one (1) year experience in a position involving the processing of requisitions and purchase orders; or
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in a position involving the processing of requisitions and purchase orders; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

***NOTE:** Post High School course work in Accounting, Business Administration, Marketing, or Finance or a closely related field can be substituted on a basis of three (3) credits being equivalent to three (3) months of required experience.*

NOTE: Your degree or credits 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 your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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