

SENIOR BUYER

338-B

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. The Senior Buyer coordinates special projects. The Senior Buyer position differs from the Buyer position in the level of responsibilities. Work is performed under general direction with leeway for independently carrying out the duties of the position. Supervision may be exercised over subordinate staff.

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.*

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

Coordinates with assigned county departments and vendors to obtain items and services;

Prepares bid specifications or reviews specifications prepared by others;

Performs paperwork necessary for advertising of bid specifications;

Answers questions and complaints, suggests solutions to problems, and conducts correspondence;

Meets with vendors to negotiate prices;

Approves vouchers submitted by vendors to determine that delivery was proper and met the terms and conditions of the purchase contracts;

Records charges against departments;

Inputs and updates information in the database;

Takes the lead on special projects;

Assists with maintenance of fixed assets inventory by recording the purchases of new inventory;

Updates and maintains products and vendor files;

Compiles data and prepares financial and statistical reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of principles, practices and procedures of large scale purchasing; working knowledge of bid and non-bid purchasing and specification writing; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures and equipment; good knowledge of account-keeping methods and procedures; ability to understand and follow oral and written instructions; ability to perform arithmetic computations rapidly and accurately; ability to negotiate price adjustments; ability to maintain records and to prepare reports; ability to get along well with others; integrity; and accuracy.

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 a Bachelor's Degree or higher in Business Administration, Accounting or a related field; or
- (B). 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 in Business Administration, Accounting, or a related field and two (2) years of experience which shall have involved large scale purchasing activity; or
- (C). Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above; or

(D). An equivalent combination of experience and training as outlined in (A), (B), and (C) above.

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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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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