

## ASSISTANT BUYER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting the professional buying staff in various activities involving the purchasing of a variety of products used by all County departments and/or municipalities. Responsibility includes providing support to the professional staff by performing research, assembling required information, assisting in the development of sources of supply, and maintaining reference files and materials. Incumbents make purchases involving simple, well-defined procedures. In addition, incumbents of this class gain experience at this level to advance to the full performance level of Buyer. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in researching and writing specifications for a variety of products used by County departments;

Consults with departments regarding goods to be purchased which best meet their needs and expedites procedures in regard to same;

Reviews requisitions and purchase orders against specifications and catalogues;

Reviews requisitions and purchase orders with departments for clarification;

Verifies budget allocations and charges appearing on departmental requisitions;

Assists in determining appropriate methods of procurement, including requirements contracting and blanket orders;

Promotes environmentally effective efforts in purchasing products (e.g., recycled paper);

Participates in the development of a cost-reduction/cost avoidance program, including the use of value analysis and life cycle costing;

Utilizes a computerized/automated purchasing system;

Conducts pre-bid conferences, public bid openings, and post-bid conferences;

Designates vendors to whom price requests will be sent;

Sends out invitations to suppliers;

Summarizes bids submitted by suppliers;

Contacts vendors regarding shortages, overcharges, breakage, etc.;

Expedites delivery on orders by phone or letter;

EXAMPLES OF WORK: (Cont'd)

Interviews salesmen and company representatives to increase knowledge of products being ordered;

Screens applicants for additions to lists of qualified bidders;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of competitive purchasing procedures; good knowledge of business practices and procedures in dealing with the vending public; familiarity with the laws relating to public purchasing in Westchester County; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to communicate effectively, both orally and in writing; ability to get along well with others; initiative; accuracy; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and two years of experience where the primary function of the position was in assisting with or purchasing commodities, materials, supplies or equipment.

SUBSTITUTIONS: Completion of additional college credits may be substituted at the rate of 30 credits\* per year for one year of the experience in option (a). There is no substitution for one year of the required experience.

\*\*DEFINITION: Assisting with purchasing or purchasing experience is defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and/or vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people will not be considered as qualifying. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.