

BUYER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for initiating and following through in the competitive bidding process, which leads to the purchasing of a variety of products used by all County departments and/or municipalities. This level differs from Senior Buyer by the complexity of assignment, level of independence in completing assignments and decision-making authority. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Researches and writes specifications for a variety of products used by County departments;

Consults with department heads regarding goods to be purchased which best meet their needs and moves forward in researching product specifications to facilitate the department's request;

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;

Determines appropriate methods of procurement, including requirements contracting and blanket orders;

Promotes green and environmentally effective efforts in purchasing products in accordance with County policies;

Develops 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 the department sends price requests;

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;

Interviews company representatives to increase knowledge of products line(s);

Screens applicants for additions to lists of qualified bidders;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of competitive purchasing procedures; good knowledge of laws relating to public purchasing procedures; good knowledge of laws relating to public purchasing in Westchester County; knowledge of source documents in the purchasing of a great variety of items; good knowledge of acceptable business practices in dealing with product suppliers; good knowledge of budget and accounting classifications against which departmental charges may be made; ability to meet and deal effectively with vendors and County departmental representatives; ability to communicate effectively, both orally and in writing; ability to use computer applications or other database systems such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; thoroughness; accuracy; honesty; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or possession of an equivalency diploma and six years of experience where the primary function of the position was in the purchasing of commodities, materials, supplies or equipment.

SUBSTITUTIONS: College credits may be substituted at the rate of 30 credits* per year on a year for year basis for up to four years of the required experience.

**DEFINITION: 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 vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people is considered as qualifying experience, nor is clerical experience in the processing or preparation of purchase order forms.

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