

## JUNIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs entry-level duties related to the purchase of a variety of products used by County Departments and municipalities. While functioning in this class, an incumbent is expected to gain knowledge and experience in all phases of the work done by higher level buying staff. Final recommendations and decisions are subject to approval and review, although independent judgment and initiative are exercised within the parameters of established policies and procedures. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews requisitions against existing contracts and issues purchase orders.

Verifies bids offered on "substitute" items against specifications and, if necessary, with ordering departments;

Utilizes an automated financial, e-procurement and contract system;

Summarizes bids submitted by suppliers and makes awards;

Assists in the identification of sources of supply and the inspection of samples;

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

Assembles information pertaining to the preparation of proposals and specifications;

Consults with departments as needed regarding purchase orders, requisitions, confirming orders, etc.;

Assists with miscellaneous purchasing procedures including, but not limited to, data entry of purchase orders and bids;

Develops and maintains files of reference materials such as supply catalogues and brochures;

May identify the vendors to whom the department will send price requests;

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

Opens and reads bids during public bid openings

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of business practices and procedures in dealing with the vending public; familiarity with competitive purchasing procedures; ability to adhere to the laws relating to public purchasing in Westchester County; ability to get along well with others; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing; ability to use computer applications or other automated systems such as spreadsheets, word-processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; good judgment; initiative; 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 one year of purchasing experience where the primary function of the position was in assisting with or purchasing commodities, materials, supplies or equipment.

\*\*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 not be 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.