

**DEPARTMENT:** MANAGEMENT & BUDGET  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 8, 2012

**BUYER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for examining, analyzing, and processing departmental purchasing requisitions in accordance with established guidelines and purchasing procedures. The incumbent determines the method to process requisitions, identifies and selects vendors, issues bid requests, resolves purchasing problems, and expedites deliveries when necessary. The incumbent assists the Purchasing Agent in the preparation of bids and specifications, in addition to obtaining competitive prices on supplies and equipment. Direct supervision is received from the Purchasing Agent. May supervise subordinate clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Examines and analyzes departmental purchase requisitions and contacts departments to clarify or complete information;
2. Edits requisitions and confers with departments regarding requirements, specifications, quantity, and quality of merchandise and delivery requirements;
3. Determines the method to process the requisition based on dollar amount, timeliness required, existing open contracts, and/or competitive bidding;
4. Identifies and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality, and delivery date;
5. Issues bid requests, reviews quotations, and places orders for a wide variety of commodities and/or services
6. Expedites deliveries on orders as requested by departments. Investigates and develops appropriate sources of supply
7. Interprets and communicates purchasing procedures to departments and vendors;
8. Assists the Purchasing Agent in the preparation of bids and specifications and in obtaining competitive prices on supplies and equipment;
9. Assists in the review of new purchasing procedures;
10. Solicits and reviews bids from vendors for a wide variety of commodities and/or services;
11. Corresponds frequently by phone and by letter with vendors, firms and suppliers to gain information and to solve problems concerning materials, invoices, contracts, deliveries, substitutions, inquiries, price quotations, discrepancies in billing, misinterpretations of purchase orders and complaints, and to expedite deliveries;
12. Performs tasks and various special projects as assigned by the Purchasing Agent and the Director of Office Management & Budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of New York State General Municipal Law as related to municipal purchasing; thorough knowledge of competitive purchasing procedures; skill in mathematical computations; skill in the use of personal computers, office equipment and related peripherals at an acceptable rate of speed and accuracy; ability to analyze and compare price quotations; ability to meet and deal effectively with vendors and County departmental representatives; ability to communicate effectively both orally and in writing; initiative; thoroughness; accuracy; honesty; tact; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTIONAL:** Two (2) years of permanent competitive status as a Purchasing Assistant in the Niagara County Office of Management and Budget immediately preceding the date of the written examination.

**OPEN-COMPETITIVE:** Graduation from high school or possession of an equivalency diploma **AND**

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 and two (2) years of full-time paid experience in purchasing **OR**

Five (5) years of full-time paid experience in purchasing.