

BUYER / CENTRAL SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is technical and administrative work involving responsibility for the purchase of a variety of equipment and supplies for the county as well as administrative and supervisory responsibilities in the central services function of the county such as mail services and telephone services. The work is carried out in accordance with established procedures and involves the procurement of county equipment and supplies, overseeing mail service operations, and county telephone system work orders and billing. The class differs from that of Assistant Director of Central Services by virtue of a lower level of responsibility and more limited scope of duties. In addition, whereas, the preparation of bid specifications and the formal opening of bids is undertaken by the Assistant Director and the Director; the Buyer/Central Services Supervisor has little involvement in this function. Work is performed under the general supervision of the Assistant Director of Central Services with leeway allowed in the exercise of independent judgment in carrying out the work. General supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Confers with departments regarding requirements, specifications, quality standards, and delivery requirements;
2. Edits requisitions submitted by departments;
3. Recommends substitutes to save costs or improve deliveries;
4. Solicits and analyzes quotations for new or nonstandard items as well as standard items;
5. Acts on behalf of the Director of Central Services in the absence of the Director and Assistant;
6. Awards purchase orders;
7. Maintains effective communications with suppliers;
8. Expedites shipments and orders when necessary;
9. Oversees the central mailroom;
10. Maintains agency personnel records and processes personnel changes;
11. Oversees the billing for the county telephone system;
12. Handles adjustments and returns to suppliers;
13. May advise other government agencies on purchasing practices;
14. Maintains records and prepares reports as necessary;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of markets, trade conditions, business methods, and governmental purchasing practices involving the purchase of a wide range of commodities; working knowledge of Federal, State and local laws, codes and rules regulating governmental purchasing; working knowledge of a variety of governmental central service functions such as reproduction services, mail delivery, and telephone systems; ability to plan and supervise routine work performed by subordinates; ability to read and understand written material; ability to negotiate with vendors; ability to get along well with others; integrity; initiative; physical condition commensurate with the demands of the position.

BUYER / CENTRAL SERVICES SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or the possession of a high school equivalency diploma and three (3) years of experience in large quantity purchasing of a variety of commodities.

NOTES:

- 1.) Post-high school education in business, management, or a related field in a regionally accredited or New York State recognized college or university or a school certified by the New York State Education Department or another recognized certification authority may be substituted for the above experience on a year-for-year basis in which 30 credit hours equal one (1) year of experience to a maximum of two (2) years.
- 2.) Large quantity purchasing is defined as purchasing approximately \$750,000 or more annually. This is in 1991 dollars and should be adjusted for inflation.

PC0204

ADOPTED: 12/12/84

REVISED: 07/01/91