

ASSISTANT BUYER

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility for assisting in the purchase of a variety of equipment and supplies for the County. The incumbent works closely with assigned departments to evaluate needs and to research the best sources. The work is carried out in accordance with established procedures. General supervision is received from a higher level procurement professional. Supervision of others is not a normal function of the position.

TYPICAL WORK ACTIVITIES:

1. Performs research to locate preferred vendors on price, quality and delivery time;
2. Works with assigned departments to evaluate their needs;
3. Prepares product specifications based on department needs and cost effectiveness, and solicits quotes;
4. Accepts requisitions from departments and checks for accuracy and completeness;
5. Performs research to locate new sources for supplies, materials, equipment and other items;
6. Establishes a Qualified Products List for areas of responsibility;
7. May prepare and solicit bids for supplies, materials, equipment and other items;
8. 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; ability to evaluate materials and services; ability to communicate, both orally and in writing; ability to establish good working relationships with suppliers and user agencies; integrity; initiative; good judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or a closely related field;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time work experience primarily involving the purchase of a variety of commodities;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.