

**Wayne-Finger Lakes BOCES**  
**Buyer vacancy @ the Regional Support Center**  
**Start salary \$45,000 – ending salary based on experience and abilities**

**Candidate will be appointed on a Provisional basis pending qualification in a Civil Service examination, when next offered. Following successful completion of the exam, the candidate may receive a Probationary Permanent appointment.**

BUYER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for purchasing a wide range of commodities including materials, supplies, equipment and services for various departments, agencies or offices of a large agency. An employee in this class has responsibility for procuring quality merchandise as economically as possible, in accordance with purchase specifications. The work is performed under the general supervision of the department head with leeway provided for the use of independent judgment. Supervision may be exercised over the work of clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Secures sealed bids, quotes and negotiates contracts with vendors to assure best values available;

Works closely with departments to develop specifications for various materials and construction projects;

Purchases and/or recommends equipment and supplies as needed by various departments and offices;

Receives and analyzes bids and recommends the awarding of orders for the purchase of various materials;

Obtains samples and provides cost estimates for purchases;

Resolves problems concerning purchasing problems such as price increases, late shipments, back orders, etc;

Keeps informed on market conditions, new product development and technological improvements;

Maintains and updates vendors' lists, price lists and other records and prepares reports as required;

Maintains the fixed asset inventory including the valuation of land, buildings and equipment;

Recommends and assists in implementing purchasing policies;

Attends various meetings relating to purchasing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of large scale purchasing; good knowledge of a wide range of materials, commodities and services; good knowledge of the methods for determining quality and grade of purchased items; good knowledge of markets, trade conditions and methods; working knowledge of computers and also to use Word and Excel software; working knowledge of General Municipal Law; good communication skills; ability to coordinate purchases and solve various problems; ability to interpret and adhere to purchase specifications; ability to read blueprints and construction specifications; ability to establish and maintain working relationships with vendors; ability to understand and follow written and oral directions; initiative and resourcefulness; integrity.

Continued on Page 2

BUYER

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in marketing, finance, business or public administration or closely related field AND one (1) year of full-time paid experience, or its part-time equivalent, in purchasing a variety of commodities on a large scale; OR
2. Possession of a Certified Professional Public Buyer (CPPB) or Certified Professional Procurement Officer (CPPO) certificate; OR
3. Graduation from high school or possession of a high school equivalency diploma AND five (5) years of full-time paid experience, or its part-time equivalent, in purchasing a variety of commodities on a large scale; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3) above.

NOTE: The purchasing experience must have involved bidding, analyzing bids AND recommending purchases of a number of different items.

REVISED: JUNE 20, 2012, 3/3/17

CIVIL SERVICE CLASSIFICATION: COMPETITIVE