



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**NOTE:** Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree in marketing, finance, business or public administration or a closely related field AND one (1) year of full-time paid experience\*, or its part-time equivalent, in the purchase or ordering of a variety of materials, supplies, or equipment for a public or private organization or business 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, as described in (1) above; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3) above.

\* NOTE: Purchasing experience must have involved bidding, analyzing bids, AND recommending purchases of a variety of different items and/or services.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## BUYER

### MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree in marketing, finance, business or public administration or a closely related field AND one (1) year of full-time paid experience\*, or its part-time equivalent, in the purchase or ordering of a variety of materials, supplies, or equipment for a public or private organization or business 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, as described in (1) above; OR
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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. May oversee 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 purchasing issues 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.

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BUYER

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 standard office software programs; ; 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.

REVISED: 6/20/12; 3/3/17; 10/24/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES