

SENIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for initiating, controlling and following the various steps in a process of competitive bidding which leads to the purchasing of a variety of products used by County departments and/or municipalities. Responsibility involves keeping abreast of current and accurate market trends and conditions with respect to commodities assigned; reviewing and approving specifications; analyzing bids to ensure that the product will meet the specification standards; interpreting contracts, and interpreting policies, rules, procedures and regulations relating to public purchasing in Westchester County to staff, vendors, or department representatives. Work involves the use of independent judgment in the purchasing of more complex items, and requires thorough research and study prior to deciding their acceptability. This is the highest level of the Buyer series and is distinguished from Buyer by the scope and complexity of assignments and greater independence of action. Further, in accordance with established county policy, incumbents in this classification will be responsible for monitoring county-wide departmental compliance to purchasing Environmental Preferable Products (EPP). Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Determines appropriate methods of procurement, including contract requirements and blanket orders;

Consults with department heads regarding goods to be purchased which best meet their needs and completes related detail with regard to same;

Reviews requisitions and purchase orders against specifications and catalogues;

Researches and writes specifications for a variety of equipment, materials, and supplies;

Assists in decision-making relating to leasing or buying equipment;

Establishes environmentally effective programs (e.g., buy-recycled programs);

Monitors county-wide departmental compliance to county policy of purchasing Environmental Preferable Products (EPP) whenever feasible;

Develops a cost-reduction/cost avoidance program, including the use of value analysis and life cycle costing;

May maintain and/or operate an automated purchasing system;

May perform customer support functions relating to the automated purchasing system to ensure that county departmental administrators are receiving accurate training and instruction;

May troubleshoot automated purchasing system performance issues;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Conducts pre-bid conferences, public bid openings, and post-bid conferences;

Reviews requisitions and purchase orders with departments for clarification;

Verifies budget allocations and charges appearing on departmental requisitions;

Designates vendors to whom price requests will be sent;

Sends out invitations to suppliers to bid on specified items;

Contacts vendors regarding shortages, overcharges, breakage, etc.;

Expedites delivery of orders by phone or letter;

Interviews company representatives to gain a more thorough knowledge of products being ordered;

Participates in screening of applicants for addition to the list of qualified bidders;

Sells surplus and obsolete equipment and accumulated salvage material;

Attends conventions and forums pertaining to purchasing and warehousing;

Leads, guides and trains new buyers in the methods and procedures used in competitive purchasing;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of competitive purchasing procedures; thorough knowledge of the laws relating to public purchasing in Westchester County; thorough knowledge of acceptable business practices in dealing with product suppliers; thorough knowledge of budget and accounting classifications against which departmental charges may be made; ability to carry out extensive research on specialized equipment and supplies; ability to meet and deal effectively with vendors and County departmental representatives; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; thoroughness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and six years of experience where the primary function of the position was in the large scale purchasing** of commodities, materials, supplies or equipment, two years of which must have included the purchasing of more complex products such as office furniture/equipment, building materials, automotive equipment, IT equipment, medical or scientific products.

SUBSTITUTIONS: College credits may be substituted at the rate of 30 credits* per year on a year for year basis for up to two years of the above stated general experience. There is no substitution for the two years of specialized experience.

**DEFINITION: Purchasing experience is defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people will not be considered qualifying experience. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.