

Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 06/24/2025

SENIOR BUYER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the large-scale purchase of supplies, materials, and equipment. Senior Buyers are typically responsible for procuring specific types of commodities. They manage a broader range of items and make purchasing decisions involving larger expenditures than Buyers. Work is performed under the general supervision of higher-level administrative staff. Supervision may be exercised over subordinate staff. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Contacts vendors relative to materials, invoices and contracts;
Obtains and studies comparative prices and quotations;
Studies price trends and market conditions, as they affect particular commodities;
Interviews sales personnel regarding purchase of commodities;
Keeps records and files relating to purchasing;
Prepares reports for higher-level administrative staff;
Aids in the canvass of bids received to determine low bidders and other bid functions;
Prepares deposits and referrals for bid specifications;
Assists with eBay activities as needed;
Prepares yearly purchase orders for county departments;
Advises department heads on equipment, products and materials;
Recommends changes in purchase practices when deemed advisable;
Serves as a resource person regarding purchasing for department heads and other officials from local cities, towns, and villages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of markets, trade conditions, business methods and purchasing practices governing various types for commodities; thorough knowledge of office routines, methods and practices; thorough knowledge of English and arithmetic; ability to analyze and compare prices and quotations; ability to keep records and make reports; ability to establish and maintain good working relationships with others; ability to use a computer to process and prepare reports, and to use e-mail and the internet; integrity and sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's Degree in business administration, accounting, or other related field **AND** two (2) years of experience in the purchasing of a variety of materials, supplies or equipment for a public or private organization; **OR**
- (B) Graduation from a high school or possession of a high school equivalency diploma **AND** four (4) years of experience in the purchasing of a variety of materials, supplies or equipment for a public or private organization.

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NOTES:

1. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/1982

Revised: 08/21/1996, 12/17/1999, 11/29/2000, 01/03/2007, 11/07/2022, 06/24/2025