

# Buyer Tompkins County

**Department:** Comptroller/Finance

**Classification:** Competitive

**Labor Grade:** 12

**Approved:** 0

**Revised:** 1/89; 10/89; 1/90; 5/91; 9/98; 12/13

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, marketing, accounting or a related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college with an associates degree in business administration, accounting, retail sales management, marketing, or related field **AND** at least two years full time paid (or equivalent part-time and/or volunteer) experience which involved preparation of materials and services specifications, purchasing, retail sales involving item pricing and cost analysis of goods or account keeping involving commodities or banking programs; **OR**
- (c) Graduation from High School or possession of a high school equivalency diploma **AND** at least four years full time paid (or equivalent part-time and/or volunteer) experience which involved preparation of materials and services specifications, purchasing, retail sales involving item pricing and cost analysis of goods or account keeping involving commodities or banking programs; **OR**
- (d) An equivalent combination of training and experience as defined between the limits of (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for buying and the preparation of detailed specifications for commodities and services purchased by the County Departments. The work involves coordinating and performing the tasks of county-wide purchasing, communicating with vendors, and the researching of trade publications regarding the preparation of specifications and purchasing of goods and supplies. The work is performed under the general direction of the Director of Finance with considerable latitude for the exercise of independent judgment. Supervision of others is not generally a function of this position. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

Places legal ads, distributes bid packages to vendors, holds bid openings, analyzes bids and makes recommendations for acceptance or rejection to appropriate Board Committee or awards bids on behalf of the County upon authorization of Board Committees;

Consults with the County Attorney with regard to legal requirements of procurement procedures in respect to Finance Law;

Prepares or approves specifications or standards for bids, RFP's & written price quotations;

Evaluates bids received to ensure that they are in accordance with specifications and legal requirements;

Responsible for the purchasing of materials, equipment and supplies for the County;

Receives, reviews, and approves purchase requisitions from County Departments for content, accuracy and adherence to County and State procurement policies;

Issues and distributes purchase orders;

Acts as initial contact between vendors and departments to establish delivery and payment schedules;

Meets and negotiates with vendors and coordinates purchase requests to assure optimum value for acquisitions;

Communicates and/or corresponds with departments to define needs and with vendors, dealers, firms or suppliers concerning materials, contracts, deliveries, inquiries, price quotations, complaints, substitutions, etc.

Obtains and studies comparative price quotations to ensure economy in purchases;

Prepares reports and correspondence regarding bids, requisitions, cancellations of orders, price changes, adjustments and contract execution;

Assists departments in establishing pricing for departmental budgets or reviews requests based upon recommendation of the County Administrator;

May analyze market conditions by researching current technical publications and practices to determine pricing trends or product qualities;  
May analyze drawings, examine samples, and attend demonstrations to determine compliance with specifications;  
Develops, updates and implements new purchasing policies and procedures;  
May organize cooperative purchasing efforts with Municipalities by meeting with Town Supervisors or Highway Superintendents to assure that their needs are addressed in bid specifications for services and for procurement of equipment, services and supplies;  
Provides training to County departments and municipalities, upon request, regarding purchasing procedures;  
Consults with vendors regarding payment, invoice, delivery and service issues, including the issuance of complaint letters and contract cancellation notices.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of principles and practices of purchasing and specification writing, inclusive of typical documents, contracts and forms as well as bidding and procurement practices;  
Ability to do research and work independently;  
Good knowledge of properties, uses, costs and standards of business, commercial, industrial, and construction materials, equipment, and supplies;  
Knowledge of technical resources and information used in specification writing;  
Good knowledge of ethical and acceptable business practices;  
Knowledge of legal requirements and procedures of bidding;  
Ability to read, understand, and apply technical directions, diagrams, charts and written tests which describe specifications of business, commercial, industrial, and construction materials, equipment and supplies;  
Ability to analyze and compare price quotations;  
Ability to deal effectively with vendors, contractors, and business representatives;  
Thoroughness accuracy, and integrity;  
The employee's physical condition shall be commensurate with the demands of the position.

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