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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : ASSISTANT BUYER
Code: 050060 DNA
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Competitive

GENERAL STATEMENT OF DUTIES

Assists in the procurement of a variety of materials, supplies, and equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the exercise of judgment in carrying out detailed procedures. Supervision may be exercised over the work of clerical employees.

TYPICAL DUTIES

1. Assists in the preparation of specifications, instructions to bidders, and other bidding documents.
2. Checks all purchase requisitions for accuracy and against adequacy of funds.
3. Maintains up-to-date files of vendors and commodities.
4. Supervises clerical staff.
5. Prepares reports on purchasing activities.
6. Enters and retrieves data from a computer, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of purchasing methods and procedures.
2. Knowledge of office terminology and procedures.
3. Ability to prepare and maintain procurement records.
4. Ability to understand and carry out complex oral and written directions.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Four years of clerical experience involving purchasing, one year of which must have included responsibility for purchasing.

- NOTE:**
1. Education from a regionally accredited or New York State registered college or university may be substituted for the clerical experience on a year-for-year basis.
 2. Incidental purchasing in connection with the management or running of a business or as a partial function in another job will not be considered acceptable.

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