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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : BUYER
Code: 050065 DNF
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Competitive

GENERAL STATEMENT OF DUTIES

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

COMPLEXITY OF DUTIES

Work is usually performed under the direct supervision of a Purchasing Agent, but permits some leeway in the use of independent judgment in planning and carrying out purchasing operations. Supervision may be exercised over the work of clerical employees. Employees in this class must exercise careful judgment in performance of this work, but the work is generally reviewed by the Purchasing Agent.

TYPICAL DUTIES

1. Aids in preparation of specifications for purchases in consultation with Purchasing Agent.
2. Processes routine purchase requisitions determining materials required, soliciting price quotations from vendors, analyzing quotations, selecting vendors and recommending purchases.
3. Maintains current catalog file for items normally purchased.
4. May interview salesmen for new items, new sources of supply and availability of items.
5. Checks on delivery of materials ordered.
6. Checks quality of purchases.
7. Keeps records and files relating to work.
8. Makes reports to Purchasing Agent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of purchasing methods and procedures, including a knowledge of the techniques of specification writing.
2. Working knowledge of keeping procurement records.
3. Working knowledge of office terminology and procedures.
4. Ability to obtain and interpret market prices and trends and to apply such interpretation to procurement problems.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Six years of business experience of which two must have been in a responsible capacity in large scale purchasing of a variety of commodities.

NOTE: 1. College education from a regionally accredited or New York State registered college or university may be substituted for only the business