

Nassau County Office of Purchasing is seeking applicants for the position of Buyer.

#### GENERAL STATEMENT OF DUTIES

Purchases commodities in a procurement program; performs related duties as required.

#### COMPLEXITY OF DUTIES

Under general supervision, the duties require the exercise of judgment in purchasing commodities in a procurement program.

#### TYPICAL DUTIES

1. Purchases commodities in a procurement program.
2. Verifies requisitions for the purchase of commodities and/or services for conformance to specifications and processes.
3. Confers with departmental officials and vendors regarding purchasing problems.
4. Analyzes and prepares purchase documents.
5. Prepares written and oral reports.

#### \*TYPICAL ADA ESSENTIAL FUNCTIONS

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of governmental purchasing methods, principles, and practices.
2. Considerable knowledge of the markets and market practices governing the purchases of municipal commodities.
3. Ability to utilize e-mail, word processing, spreadsheets and purchasing software in the execution of daily responsibilities.
4. Ability to apply proper descriptive terminology to requisitions for commodities.
5. Ability to establish and maintain effective working relationships with associates, suppliers and departmental officials.
6. Ability to express oneself, both orally and in writing.

#### MINIMUM QUALIFICATIONS

##### Training and Experience

Two years (60 credits) from a regionally accredited or New York State registered college or university  
and

Two years of satisfactory buying experience in which negotiating price, terms, and conditions were the primary function, and included the use of spreadsheet software.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement may be substituted for college education on a year-for-year basis, up to a maximum of two years (one year equals 30 credits).

Experience in purchasing or inspecting food for a large public or private organization a plus

For consideration, please submit resume and cover letter to [jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov) with Buyer in the subject line.

Nassau County Residency Preferred

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR.