

"Buyer" Vacancy in the Treasurer's Office

The City of Rome, NY

COMPETITIVE CLASSIFICATION (Anticipated Examination Date: Spring of 2016)

Salary Range: \$35,505 - \$46,391

DISTINGUISHING FEATURES OF THE CLASS: Within the Treasurer's Department a buyer performs advanced clerical tasks to facilitate the purchase of materials and services for various City departments. Work is performed under the general direction of either the City Treasurer with a large amount of independence in doing the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Confers with department heads and their assigns on the purchasing needs of their departments

Locates potential sources of needed materials or services;

Communicate with potential vendors to determine quality of materials or services;

Review purchase order requisitions and issues associated purchase orders after verification of meeting purchasing policy requirements

Assist in preparation of bid specifications by collecting basic technical details and information;

Approves final bid specifications;

Arranges advertising for legal notices.

Converts requisitions to purchase orders;

Approves payment of invoices;

Assure delivery schedule for supplies ordered;

Assist various city departments with acquisition of goods or materials in a timely manner within the guidelines established by the Treasurer's Department;

Perform data entry tasks related to vendor and purchasing files.

Administrative Rights for Munis Contract Management program to approve and post contracts and make changes to contracts.

Determines if prevailing wage case number is required as requests are received that contain labor components. Contacts NYS Dept of Labor online to assign number.

Yearly review of Purchasing Policy and Procedure Manual and updates as required, ensuring all City employees have access to its contents.

Attends Board of Estimate and Contract and Common Council meetings as indicated by self-sponsored legislative agenda.

Ensures that city surplus property is disposed of or sold properly, i.e. ebay, auction, or trash with appropriate asset documentation forms for auditor records.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of modern business purchasing practices and procedures

Thorough knowledge of current practice governing the preparation of purchase specifications;

Good knowledge of principles and practices governing municipal governmental purchasing;

Willingness and ability to establish and maintain good working relationships with department heads and others involved in acquiring products and services used by the City

Good knowledge of business arithmetic and English;

Ability to understand and carry out oral and written directions;

Ability to write legibly;

Ability to work independently of supervisor;

Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either;

- (a) Graduation from an accredited college or university with a Bachelor Degree and five (5) years of experience in purchasing of materials and services for a large employer; OR
- (b) Graduation from an accredited college or university with a Bachelors Degree and at least five year's experience in assisting the purchasing of material or services OR
- (c) Graduation from high school or possession of a general equivalency diploma with ten (10) years experience in purchasing of material or services for a large employer; OR
- (d) Any equivalent combination of (a), (b), or (c) listed above.

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