

BUYER

DISTINGUISHING FEATURES OF THE CLASS: A Buyer performs tasks to facilitate the purchase of materials and services for various Town departments. Work is performed under the direction of the Director of Purchasing and General Services with leeway for independent decision carrying out assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures all Town purchases comply with applicable NYS Law and the Town's Procurement Policy;
Reviews requisitions for accuracy and compliance with the Town's Procurement Policy;
Enters invoice data into the Town's Microsoft Dynamics accounting software;
Submits Prevailing Wage Requests to the NYS Department of Labor, monitors the related project, and notifies NYS Department of Labor of the related project's completion;
Prepares specifications for solicitations for significant purchases by collecting technical details and information;
Formats such solicitations for publishing;
Emails such solicitation documents to potential bidders and publishes same to internet distribution site;
Prepares for, and participates in, solicitation openings;
Records and tabulates bidders' submissions, communicates bid submission summaries and details to interested Town departments, and prepares and distributes documentation in connection with related Town Board actions;
Acts as a resource for Town departments with respect to procurement opportunities available in reliance on NYS contracts, national cooperative contracts, and similar;
Maintains complex index, coding, and filing system including individual bid files;
Facilitates communication between Town departments and vendors related to various topics including: bid and quote renewals, vendor performance, delivery issues, and product quality issues; and
Prepares correspondences and reports and maintains files and records as required;

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

Good knowledge of the principles of modern business purchasing practices; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic, multiplication, and English; basic computer skills, including Word, Excel, Outlook, and Internet usage; strong organizational skills; excellent interpersonal skills; ability to understand and carry out oral and written directions; clerical aptitude, and ability to work independently of supervisor.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a New York State high school equivalency diploma and two (2) years of office-based experience including one (1) year of experience in which the primary responsibility was the purchasing of materials and/or services, billing, or financial record-keeping, or an equivalent combination.

Amended 1/26/04
Amended 6/7/22
Amended 4/25/24
Town of Colonie
Personnel Officer