

TOWN OF NORTH HEMPSTEAD HIGHWAY DEPARTMENT

BUYER POSITION- FULL TIME

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 conformance to specifications.
3. Solicits quotes or bids by telephone or by writing.
4. Confers with departmental officials and vendors regarding purchasing problems.
5. Analyzes and prepares purchase documents.
6. Prepares written and oral reports.

***TYPICAL ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of purchasing methods and principles.
2. Considerable knowledge of the markets and market practices governing the purchases of municipal commodities.
3. Ability to apply proper descriptive terminology to requisitions for commodities.
4. Ability to establish and maintain effective working relationships with others.
5. 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.

Salary

\$60,828/year

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).

Applicants must meet the minimum qualifications above, reside in Nassau County and be prepared to take a Nassau County Civil Buyer exam when offered and score high enough to be reached for permanent appointment.

If interested in the position, please email a resume plus cover letter summarizing qualifications and salary requirements to Robert Weitzner, Commissioner of Finance/HR, at email: careers@northhempsteadny.gov