



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: **Buyer #4101**

PAY RATE: **\$24.17 - \$28.32**

DEPARTMENT/DIVISION: **Office of Management and Budget**

WORK LOCATION: **59 Park Avenue, Lockport, NY 14094**

STATUS: **Provisional**

DESCRIPTION: For a complete job description and minimum requirements please visit:

<https://www.niagaracounty.com/Employment/Job-Specs-for-Civil-Service-Positions>

This position is responsible for examining , analyzing, and processing departmental purchasing requisitions in accordance with established guidelines and purchasing procedures. The incumbent determines the method to process requisitions, identifies and selects vendors, issues bid requests, resolves purchasing problems, and expedites deliveries when necessary. The incumbent assists the Purchasing Agent in the preparation of bids and specifications, in addition to obtaining competitive prices on supplies and equipment. Direct supervision is received from the Purchasing Agent. May supervise subordinate clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: **PROMOTIONAL: Two (2) years of permanent competitive status as a Purchasing Assistant in the Niagara County Office of Management and Budget immediately preceding the date of the written examination. OPEN-COMPETITIVE: Graduation from high school or possession of an equivalency diploma AND one of the following: 1. Graduation with a Bachelor's Degree and one (1) year of paid full-time experience in purchasing; OR 2. Graduation with an Associate's Degree and three (3) years of paid full-time experience in purchasing; OR 3. Five (5) years of paid full-time experience in purchasing. NOTE: Degrees must have been awarded by a college or university**

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DATE POSTED: **9/19/2022** DEADLINE: **10/02/2022**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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