COUNTY OF ONONDAGA

John H. Mulroy Civic Center
421 Montgomery Street
Syracuse, New York 13202-2959
web address – www.onondaga.gov

The Onondaga County Division of Purchase is currently accepting applications for the position of:

BUYER I (HELP PROGRAM) *

Location: 421 Montgomery Street, Syracuse, NY
Salary: $58,493 to $64,498
Hours of work: 35 hours per week

The work involves responsibility for performing entry level work in the purchase of materials, supplies, and equipment. Under direct supervision of the Purchasing Agent, an employee in this class obtains prices and quotations, checks on delivery of purchases, and does some purchasing of supplies, materials and equipment. If detailed specifications are prepared, they are done under the supervision of a higher level employee. All purchase orders are subject to the approval of the Purchasing Agent. The work is performed under immediate supervision of the Purchasing Agent or a higher level Buyer with general instructions and with some leeway for the exercise of judgment. This is entry level professional work in which an employee learns agency policies and procedures with respect to buying. Detailed procurement, such as buying related to printing and printed matter, is typically the responsibility of a higher level Buyer. Frequent communication with consumer departments and vendors regarding the purchasing of goods is typically associated with employees in this class.

Minimum Qualifications:

Promotional:
One (1) year of permanent competitive class status as a Purchasing Clerk.

Open Competitive:
A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in retail sales management, marketing, purchasing, materials management, business administration or economics; or,
B) Two (2) years of work experience, or its part time equivalent, in the purchase or ordering of a variety of commodities on a moderately large scale; or in retail sales involving item pricing or cost analysis of items or goods; or,
C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Name and Address where Applications/Resumes should be directed:

Daniel Hammer
Purchasing Director
Onondaga County Division of Purchase
421 Montgomery Street, 13th Floor
Syracuse, NY 13202
Email: DanielHammer@onondaga.gov

This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.

Onondaga County is an affirmative action/equal opportunity employer and values diversity in the workplace.

We encourage individuals from all backgrounds to apply.