

Buyer
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=121102>

Downloaded On: Jun. 19, 2019 5:01am

Posted Mar. 15, 2019, set to expire Jul. 15, 2019

Job Title	Buyer
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Mar. 15, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Accounting & Finance
Apply Online Here	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Buyer_J0000133-1

Apply By Email

Job Description

Department:

Purchasing

Salary/Hourly

\$49,281.00 Annual

Union/Position Status:

CSEA FT

Posting Closing Date:

March 31, 2019

JOB DESCRIPTION

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DISTINGUISHING FEATURES OF THE CLASS:

The work involves purchasing a variety of assigned commodities and services. The incumbent is involved with the competitive bidding process in the purchasing of a diversified group of products and/or services. Supervision is received from a higher-level administrative employee. Supervision is exercised over a small technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Initiates and prepares bids and specifications which lead to purchase contracts for goods and services;
- Selects vendors and places purchase contracts for materials and/or services;
- Edits requisitions and confers with departments regarding requirements, specifications, quantity, and quality of merchandise and delivery requirements;
- Recommends substitutes where savings in costs or improved delivery will result;
- Attends conferences and forums pertaining to purchasing and related buying activities;
- Interviews vendors and their representatives personally and maintains a close contact by correspondence, telephone, and plant visitations;
- Solicits and reviews bids from vendors for a wide variety of commodities and/or items of supply;
- Plans and oversees advertising for articles to be purchased;
- Summarizes bids submitted by suppliers;
- Expedites delivery on orders by phone or letter;
- Checks requisitions and purchase orders with departments for clarification;
- Checks requisitions and purchase orders against specifications and catalogs.

***KNOWLEDGE, SKILLS AND ABILITIES*:**

Candidates must be able to demonstrate awareness and sensitivity towards promoting an inclusive and diverse learning environment. Good knowledge of competitive purchasing procedures; good knowledge of markets, trade conditions, business methods, and purchasing practices; good knowledge of the laws relating to public purchasing; ability to meet and deal effectively with salesmen and County departmental representatives; initiative and resourcefulness; dependability; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited four (4) year college or university with a Bachelor's degree and four (4) years of purchasing experience:

Or

A. Graduation from high school or possession of a high school equivalency diploma and eight (8) years

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of business experience which includes four(4) years of purchasing experience;

Or

B. An equivalent combination of training and experience as defined by the limits of (A) and (B)

This position is to be filled provisionally. The successful candidate must take the next available CSEA Civil Service Exam and be reachable.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Contact Human Resources at (716) 851-1840 with any questions.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Tracy Archie, Chief Diversity Officer
Office of Equity and Diversity
City Campus, Room 174, 121 Ellicott Street
Buffalo, NY 14203
(716) 851-1118

For further information on notice of non-discrimination, please contact:

New York Office
United States Department of Education



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Office for Civil Rights, 32 Old Slip 26th Floor,
New York, N.Y., 10005-25010;
Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

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