

NOTICE OF VACANCY

DEPARTMENT: Purchasing

TITLE: Buyer

GRADE/SALARY: 18W - \$29,273 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Purchasing Department and Department of Social Services, and involves responsibility for assisting in the purchase of supplies, equipment, and surpluses of similar items required by agencies of the County. The work is performed under direct supervision of a Senior Buyer, Assistant Director or Director of Purchasing or other higher level supervisor. Incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, accounting, or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience purchasing a variety of materials, supplies or equipment for a public or private organization.

NOTE:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A).
- 2. Verifiable volunteer work and part-time experience will be pro-rated toward meeting full-time experience requirements.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: September 24, 2021

****Oneida County is an equal opportunity employer****