



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE: APRIL 1, 2016**

**CLOSING DATE: APRIL 15, 2016**

**TITLE: BUYER**

**GRADE: T-III**

**DEPARTMENT: PURCHASING**

**BARGAINING UNIT: NON-BARGAINING**

**ENTRY RATE: \$13.21 /hour, \$25,760 /annual    HOURS PER WEEK: 37.5**

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org) AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

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**DEFINITION OF CLASS:**

Performs purchasing related activities under the direction and supervision of the Director of Procurement.

**DUTIES & RESPONSIBILITIES:**

Communicates with vendors in ordering approved purchases, resolving pricing and delivery problems. Assists County departments in securing goods and services. Prepares purchase orders, obtains quotes and distributes RFP's and bids as appropriate. Maintains detail of capital purchases. Responsible for maintenance coverage of various office equipment. Performs secretarial duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS, & ABILITIES:**

Thorough knowledge of modern office and business practices and procedures. Proficiency in word processing and spreadsheet software applications. Excellent typing and filing skills. Ability to apply mathematical calculations. Excellent communication skills. Knowledge of FMS software system preferred.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Associates degree plus four years of responsible secretarial or accounting experience, or an equivalent combination of education and experience. Knowledge or experience in purchasing practices and procedures preferred. Must have excellent computer and secretarial skills.

A basic skills assessment test of all requirements will be conducted to verify qualifications and skills level. In order to be considered must have a passing score of at least 80% in all categories of testing.

## STATEMENT OF EMPLOYEE BENEFITS

Average Annual Benefits & Pension Value for:

NON-BARGAINING GRADE T	SINGLE COVERAGE	DEPENDENT COVERAGE
This is the amount that Erie County contributes to an employee's benefit plan, should they choose to enroll.	\$10,812.00	\$22,370.00

\*Average paid holidays annually – 14 days

\*Average paid vacation for 1st year – 6 days

\*Average paid personal days annually – 5 days

\*Holidays may vary by bargaining unit