

TITLE: BUYER

CODE: 12327

GENERAL DESCRIPTION:

This is very responsible technical purchasing work at the full performance level involving the procurement of goods and services and assisting with the oversight of a centralized purchasing activity.

Work involves responsibility for coordination of the bid review process and for requisition analysis. Duties include procuring goods and services, monitoring awards and assisting with the oversight of purchasing activities. This position also has the responsibility for making standard decisions regarding product compatibility and vendor choice in accordance with established procedures. This work requires that the employee have considerable knowledge, skill and ability in procurement as it relates to industrial and construction purchasing.

SUPERVISION RECEIVED:

Works under the general supervision of the Purchasing Agent.

EXAMPLES OF DUTIES:

Coordinates the bid process, including bid opening and reading, bid analysis and comparison, preparation of the award, and recommendation of award. Conducts sales of surplus, scrap and other materials.

Prepares contracts. Drafts specifications. Monitors bid process for legal prohibitions. Conducts pre-bid conferences.

Establishes procurement and delivery schedules. Mediates claims. Acknowledges receipt of bids, proposals and goods and services.

Analyzes requisitions. Conducts searches for sources. Compares prices. Conducts specification reviews. Handles vendor inquiries. Conducts market condition and product line research and make or buy recommendations.

Assists with scheduling, assigning, directing and evaluating employees in a small work group. Assists in drafting the unit budget.

Performs related work as required.

TITLE: BUYER

CODE: 12327

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of purchasing principles and practices as applied to industrial and construction purchasing, including computer applications.

Good knowledge of public administration as applied to public sector purchasing.

Considerable ability in oral and written communications.

Good ability to carry out complex purchasing procedures and to analyze bids and proposals for conformance with specifications and for costs.

Good ability to coordinate the bidding process and to maintain extensive purchasing records.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors and contractors.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in business administration or a related field plus two years of progressively responsible purchasing experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.