

PRINCIPAL BUYER

FUNCTION OF THE JOB

Under direction, to function as a lead worker in administering a centralized purchasing program; to perform advanced professional work in the purchasing of products and services on a Countywide basis; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Administers a Countywide centralized purchasing program including Countywide contracted services and E-commerce purchasing-related activities.
2. Develops, recommends, and implements comprehensive policies, procedures, and standards regarding Countywide purchasing.
3. Purchases a wide variety of high volume and complex supplies, equipment, materials and services; determines the most appropriate method of procurement; drafts specifications and bid documents; evaluates bids for compliances and specifications; conducts complex cost analysis; recommends award of bid; and coordinates the procurement process.
4. Administers the Countywide request for proposal process and provides advice and assistance to departments regarding the RFP process and requirements.
5. Provides high level technical expertise regarding the County's purchasing program and policies including presenting to internal and external stakeholders.
6. Functions as a lead worker for purchasing staff by training staff, recommending assignments, reviewing work, and providing direction to purchasing staff.
7. Maintains statistical, financial, and control records.
8. Performs market research and analysis to determine effective purchasing strategies.
9. Prepares and presents comprehensive reports and recommendations.
10. Administers the Purchasing Division's web content on intranet and internet pages.
11. Administers and monitors contracts with consultants and vendors; ensures quality of service; investigates and resolve problems; and approves insurance certificates.
12. Reviews and monitors the direct buy process for capital building and remodeling projects.
13. Conducts negotiations in the administration of purchases; negotiates issues in the development of contracts; negotiates the price, terms, and conditions of purchases as necessary.
14. Oversees the operation of the division in the absence of the manager.
15. Establishes and maintains effective working relationships with departments, elected officials, staff, vendors, government agencies, and the public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the principles, practices, and methods of large-volume, competitive purchasing and procurement.
2. Comprehensive knowledge of the laws, rules, and regulations pertaining to governmental purchasing, such as the Model Procurement Code, the Uniform Commercial Code, and County ordinances.
3. Comprehensive knowledge of market research methods and tools including use of the Internet.
4. Comprehensive knowledge of automated procurement systems and other data processing capabilities and applications relating to purchasing functions.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

5. Comprehensive knowledge of the principles, practices, and techniques of negotiating and conflict resolution.
6. Considerable knowledge of contract law.
7. Ability to plan, organize, and prioritize multiple work assignments and projects.
8. Ability to negotiate contract terms and conditions, scope of work and payment schedule with vendors.
9. Ability to develop, recommend, and implement policies and procedures.
10. Ability to plan, organize, and effectively present ideas, concepts, and recommendations both orally and in writing.
11. Ability to maintain accurate and detailed records and prepare and present comprehensive reports and recommendations.
12. Ability to plan, organize, and review the work of others.
13. Ability to utilize spreadsheet, word processing, and automated procurement applications.
14. Ability to analyze data, make appropriate recommendations, and resolve problems.
15. Ability to devise, test, and compute complex, diverse mathematical formulas for the evaluation of bids and RFP's.
16. Ability to function as a lead worker for other staff.
17. Ability to establish and maintain effective working relationships with departments, elected officials, staff, vendors, government agencies, and the public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
19. Ability to communicate effectively, both orally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, or a closely related field.
2. Three years of work experience in a large volume purchasing operation, preferably in the public sector.
3. A master's degree from a recognized college or university in business or public administration may be substituted for one year of work experience.
4. Certified Professional Public Buyer (CPPB) certification is desirable.