

## BUYER

### FUNCTION OF THE JOB

Under supervision, to perform work in the purchasing of products and services on a Countywide basis; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Purchases a wide variety of supplies, equipment, materials, and services; determines the most appropriate method of procurement using established procedures; and coordinates the procurement process.
2. Conducts market research on products, vendors, and market conditions to determine effective purchasing strategies on routine purchases and to develop budget estimates.
3. Develops and revises performance based product specifications.
4. Conducts multi-department purchases; drafts combined specifications that meet the needs of participants and vendors; conducts multiple cost analyses; and makes appropriate recommendations.
5. Coordinates and assists departments with the request for proposal process for proprietary and professional services including assisting in drafting of RFP; communication with vendors; and participating on the selection and review committee if requested.
6. Drafts and coordinates the distribution of bid documents.
7. Tabulates bids and conducts cost analyses; evaluates bids for compliance with specifications; and recommends award of bid.
8. Conducts negotiations in the administration of purchases.
9. Assigns and reviews the work of clerical staff; and may train staff.
10. May assist in the development, implementation, and revision of policies and procedures.
11. May lead or assist in coordination of various programs and special projects such as the purchasing web site, e-procurement system, disposal and/or reallocation of surplus furniture and equipment, PCard program, Office Supply program and business continuity planning.
12. Monitors vendor performance to ensure contract compliance in terms of service level, quality, and cost; and investigates and resolves complaints and problems.
13. Establishes and maintains effective working relationships with departments, vendors, the general public, and co-workers.
14. Prepares and presents oral and written reports and represents the division at various meeting and committees.
15. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of market research methods and tools, including use of the Internet.
2. Working knowledge of the laws, rules, and regulations pertaining to governmental purchasing.
3. Working knowledge of the Model Procurement Code, the Uniform Commercial Code, and County ordinances relating to purchasing.
4. Working knowledge of the principles and practices of large-volume, competitive purchasing.
5. Working knowledge of automated procurement systems and other data processing capabilities and applications relating to purchasing functions.
6. Working knowledge of contract law.
7. Ability to analyze data, make appropriate recommendations, and resolve problems.

## QUALIFICATIONS

### Essential Knowledge and Abilities (cont.)

8. Ability to devise, test, and compute mathematical formulas for the evaluation of bids.
9. Ability to plan, organize, and effectively present ideas, concepts, and recommendations, both orally and in writing.
10. Ability to negotiate contract terms and conditions, scope of work, and payment schedule with vendors.
11. Ability to coordinate and prioritize multiple activities.
12. Ability to utilize spreadsheet, word processing, and automated procurement applications.
13. Ability to establish and maintain effective working relationships with departments, vendors, the general public, and coworkers.
14. 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.
15. Ability to communicate effectively, both orally and in writing.
16. Ability to maintain accurate records and to prepare and present reports.
17. Ability to interpret policies and procedures.

### 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.
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2. Four years of progressively responsible work experience in a large volume purchasing operation, preferably in the public sector.