

## SENIOR BUYER

### FUNCTION OF THE JOB

Under direction, to perform advanced level work in the purchasing of products and services on a Countywide basis; to assist in the administration of the centralized purchasing program; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists in administering the County's centralized, competitive bid, purchasing program in accordance with applicable policies, procedures, and the Wisconsin State Statutes.
2. Purchases a wide variety of high volume and complex supplies, equipment, materials, and services; determines the most appropriate method of procurement; and coordinates the procurement process.
3. Conducts comprehensive market research on products, vendors, and market conditions to determine effective purchasing strategies, and to develop budget estimates.
4. Develops and revises performance based product specifications.
5. Conducts multi-department and cooperative purchases; drafts combined specifications that meet needs of participants and vendors; conducts multi-agency cost analysis; and makes appropriate recommendations.
6. Coordinates and works with departments on the request for proposal process for proprietary and professional services including drafting the RFP, developing the scope of service and evaluation criteria; facilitates all pre-proposal conferences with vendors and RFP evaluation meetings; communicates with vendors, evaluates responses, analyzes costs, recommends award, and negotiates contracts.
7. Drafts and coordinates the distribution of bid documents; facilitates all pre-bid conferences, communicates with vendors during Q&A and responds to any formal protests.
8. Tabulates bids and conducts complex cost analyses; evaluates bids for compliance with specifications; and recommends award of bid.
9. Conducts negotiations in the administration of purchases; negotiates issues in the development of contracts as directed; and may negotiate the price, terms, and conditions of purchases as necessary; drafts and facilitates the execution of contract documents along with any amendments.
10. 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.
11. Assigns, reviews, and trains department staff in policies, procedures, and daily work assignments; and provides input to the Manager.
12. Assists in the development, implementation, and revision of policies and procedures; and provides technical advice and assistance in the County's purchasing procedures and policies.
13. Monitors vendor performance to ensure contract compliance in terms of service level, quality, and cost; and investigates and resolves complaints and problems.
14. Coordinates the County's participation in joint cooperative purchasing efforts with other government agencies.
15. Establishes and maintains effective working relationships with departments, vendors, governmental agencies, the general public, and co-workers.
16. Prepares and presents complex oral and written reports and represents the division at various meetings and committees.
17. Performs other duties as required.

## QUALIFICATIONS

### Essential Knowledge and Abilities

1. Comprehensive knowledge of the laws, rules, and regulations pertaining to governmental purchasing.
2. Comprehensive knowledge of the Model Procurement Code, the Uniform Commercial Code, and County ordinances relating to purchasing.
3. Comprehensive knowledge of market research methods and tools, including use of the Internet.
4. Considerable knowledge of the principles and practices of large-volume, competitive purchasing.
5. Considerable knowledge of contract law.
6. Considerable knowledge of automated procurement systems and other data processing capabilities and applications relating to purchasing functions.
7. Ability to analyze data, make appropriate recommendations, and resolve problems.
8. Ability to devise, test, and compute complex, diverse mathematical formulas for the evaluation of bids and RFP's.
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 develop and evaluate policies and procedures.
12. Ability to coordinate and prioritize multiple activities simultaneously.
13. Ability to utilize spreadsheet, word processing, and automated procurement applications.
14. Ability to establish and maintain effective working relationships with departments, vendors, governmental agencies, the general public, and co-workers.
15. 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.
16. Ability to plan, organize, and review the work of others.
17. Ability to communicate effectively, both orally and in writing.
18. Ability to maintain accurate records, and to prepare and present detailed reports.

### 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. Two (2) years work experience in a large volume purchasing operation, preferably in the public sector.

OR

3. Six (6) years of progressively responsible work experience in a large volume purchasing operation, preferably in the public sector.
4. Certified Professional Public Buyer (CPPB) certification is desirable.