

BUYER

CODES/PAY RANGE

Class Code: 1417

EEO Code: F

Pay Range: 115

MAJOR FUNCTION

Specialized work in the procurement of goods and services and technical support in a central purchasing activity.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Processes requisitions and requests for small purchases, obtains quotes, makes recommendations for award.

Follows through on contract delivery and delivery schedules for all commodities and services.

Assists with complex procurements with the Purchasing Agents.

Mails, receives, and maintains bidder applications and D/M/WBE certification packages.

Assists with assembly, scheduling, mailing of invitations, and preparation of invitation packages for formal solicitation openings. Assists with solicitation openings as required.

Organizes, processes and maintains databases of contracts, including expiration dates, and presents to appropriate Purchasing Agent in a timely manner those contracts that require rebidding, renewal, or termination.

Assists with the maintenance of other databases, including vendor and bidder files, D/M/W/BE files, and others as required.

Answers questions regarding purchasing policies and procedures and the assignments of Purchasing Agents.

Provides assistance to Purchasing Agents, general public and County personnel.

Performs related work as required.

(Buyer continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of purchasing methods and procedures. Knowledge of modern office practices and methods. Knowledge of personal computer network systems and/or main frame systems.

Ability to keep detailed records. Ability to obtain and interpret market prices and trends and to apply such interpretation to procurement problems. Ability to read and evaluate specifications for completeness and rewrite as needed. Ability to prepare written and oral reports regarding purchasing. Ability to establish and maintain effective relationships with vendors, County agencies and the general public. Ability to conduct solicitation openings.

MINIMUM QUALIFICATIONS

Associate' degree and two (2) years experience in creating and maintaining computerized data bases and procuring goods and services through verbal quotes and/or written competition or closely related experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend ordinances, specification, instructions, procedures, memos, letters, financial reports. Ability to perform general mathematical functions. Ability to write compound sentences relaying information, data, details. Ability to speak clearly and concisely, relaying information, policy and procedures to layman.

Revised 04/95