

BUYER I

NATURE AND VARIETY OF WORK

This is entry level professional buyer work performed in a large centralized purchasing operation engaged in purchasing of a variety of materials, supplies, services, and equipment for the County. Incumbents perform routine and less complex buyer assignments in accordance with departmental purchasing policies, rules and regulations under close supervision. Work performance is evaluated by a higher level buyer or other designated superior and evaluated in terms of timeliness, technical adequacy and conformance with established procedures.

Upon satisfactory completion of the probationary period entry level buyers may be promoted to the II full-performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex buyer duties and responsibilities.

Processes a variety of operating materials and supplies, including capital outlay items and contractual services for various county departments and agencies.

Ensures that all procurement rules and regulations are observed in fostering enhanced levels of procurement contracts for those involved in Minority Business Enterprise programs.

Extracts pertinent information from existing County contracts and prepares documents from which purchase orders are typed.

Inspects routine specimens to analyze product quality and to determine if the items will be satisfactory for intended purpose.

Interviews vendors to learn product specification and to gain knowledge of new ideas and product.

Assists buyers in the preparation of reports, evaluation of bids, and in specification writing.

Maintains purchase order records and assists in and prepares correspondence with vendors and using departments.

Maintains records and purchase price information on both open market and contract purchases, and reviews these records as conditions change.

Develops and maintains current knowledge of modern purchasing principles and practices, especially as related to governmental purchasing.

Assists with the preparation of correspondence for submission to vendors to gain information relative to specification development, as well as vendor interest in bidding and special marketing characteristics of individual vendors.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of purchasing methods and procedures, as well as the techniques of specification writing relative to less complex items.

Knowledge of a variety of supplies, materials, equipment, and services peculiar to County government operation.

Knowledge of the best sources and appropriate prices for the procurement of a limited variety of items.

Knowledge of laws, ordinances, rules and regulations governing the purchase of commodities and services.

Knowledge of methods used in grading and analyzing supplies and materials.

Ability to establish and maintain effective working relationships with vendors, department heads, accounting employees, and the general public.

Ability to apply proper descriptive terminology to the preparation of technical specifications.

MINIMUM QUALIFICATIONS

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Bachelor's Degree in Merchandising, Business Administration, Retailing and Distribution, Marketing, Economics or related field; or an equivalent combination of education and experience.

CREATED: 9/69
REVISED: 10/88