

BUYER II

NATURE AND VARIETY OF WORK

This is full-performance professional level buyer work in a large scale purchasing operation of a variety of materials, supplies, services and equipment for the County. Incumbents perform the full range of work assignments as a member of a buyer team and assist in major or complex assignments under general supervision from a higher level buyer. Incumbents may provide technical guidance to subordinate level buyers.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs full range of buyer duties and responsibilities.

Cooperates with department heads and subject matter specialists in the development of specifications for a variety of standard commodities as well as occasional unusual supplies, materials, and equipment.

Prepares 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.

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

May provide guidance to clerical personnel and participates in the tabulation of bids.

Compares bids with specifications and develops purchase recommendations based upon the price and quality.

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

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

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 and specification writing relative to less complex items.

Knowledge of a variety of supplies, material, equipment, and services peculiar to County government operations.

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

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

Knowledge of the application of bookkeeping principles and methods in keeping of accurate and retrievable procurement records.

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

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

MINIMUM QUALIFICATIONS

Bachelor's degree in Merchandising, Business Administration, Retailing, and Distribution, Marketing, Economics or related field, plus one (1) year of experience in buying related activities; or an equivalent combination of education and experience.

CREATED: 9/73
REVISED: 10/88