

BUYER III

NATURE AND VARIETY OF WORK

This is senior level professional buyer work performed in large scale centralized purchasing operation engaged in the purchase of a variety of materials, supplies, services and equipment for the County. Incumbents perform the more complex buyer work assignments and may lead lower level subordinates. Work involves the exercise of independent judgment and initiative as well as good knowledge of purchasing practices and principles. Work is performed under the general supervision of a higher level buyer and performance is evaluated in terms of quantity and quality of production.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Participates with major department heads, vendors, and individually in the collection of technical information for the development of bid specifications for more complex type of County services or equipment;

Communicates with vendors as necessary to invite bids and clarify all details of specifications.

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

Leads or participates with professional, and clerical personnel in receipt, tabulation, and analysis of bids;

Selects best bid based upon quality and price; approves purchase orders as appropriate.

Provides liaison between office and vendors, purchasing department and other County agencies.

Maintains records on purchase price information on both open market and contract purchases.

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

Thorough knowledge of the laws, ordinances, and other requirements governing the purchase of commodities by the County;

Thorough knowledge of current literature in the field of governmental purchasing as well as modern concepts, principles, and practices relative to governmental purchasing;

Thorough knowledge of the purchasing needs of organizational units served;

Ability to lead/coordinate the work of lower level buyers and/or other personnel;

Ability to establish and maintain effective working relationships with subordinates, other County department officials and employees, as well as vendors and the general public;

Ability to organize, write, and defend verbally before legislative groups complex and detailed objects or ideas.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college in Merchandising, Business Administration, Retailing, and Distributing, Marketing, Economics or related field, plus two (2) years experience in one of the above areas; or any equivalent combination of education and experience.

REVISED: 10/88