

9131

BUYER

Nature of Work: Under general direction an employee in this class performs at the full-performance level in the volume purchasing of a variety of goods and services used in the operation of state agencies and institutions. The work involves the purchasing of specialized, technical or complex commodities or services characterized by changing specifications; purchase orders requiring special stipulations and standards interpretations reflecting an in-depth knowledge of the commodity area. Work is performed independently but is subject to review upon completion for compliance with statutes and procedures. Performs related work as required.

Examples of Work

- Reviews requisitions for purchase for accuracy and completeness; assigns vendors; prepares price quotation exhibits; selects bid opening date.
- Reviews bids and awards purchase order to lowest responsible bidder.
- Contacts requisitioning agency for additional information on changes in the purchase requisition.
- Records award data in log book; prepares weekly report of awards and bid amounts.
- Contacts agencies and vendors to resolve problems on incorrect or late delivers; advises agency officials on purchasing procedures; changes in commodity specifications.
- Contacts vendors and suppliers, manufacturers and testing facilities to gain information on new products, sources of supply, changes in product specifications, price changes and design and capabilities of commodities.
- Assists in developing standards and specifications for new commodities.

Knowledge, Skills and Abilities

- Knowledge of principles and practices of volume purchasing of goods and services.
- Knowledge of the various types and grades of commodities and sources of supply.
- Knowledge of the laws and rules and regulations relating to governmental purchasing.
- Knowledge of the organization and function of state government.
- Ability to gather and analyze technical data relating to the characteristics of highly complex and varied commodities.
- Ability to express ideas clearly in oral and written communication.
- Ability to establish and maintain effective working relationships with associates, vendors and the general public.

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BUYER (CONT'D)

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Full-time or part-time equivalent paid experience as described below may substitute on a year-for-year basis for the required training.

Experience: Two years of full-time or equivalent part-time paid experience in volume purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

Substitution: Master's degree from an accredited college or university may substitute for one year of the required experience.

Established: 9/19/90
Effective: 10/16/90