

BUYER SUPERVISOR

Nature of Work: Under general direction, an employee in this class performs and supervises complex technical work in the purchasing of a variety of goods and services used in the operation of state agencies and institutions. Will serve as a purchasing supervisor in providing direction and technical guidance to subordinate buyers and clerical personnel. The work involves the review of and the purchasing of specialized, technical or complex commodities or services characterized by frequently changing specifications, purchase orders and contracts requiring special stipulations and standards interpretations reflecting an expert knowledge of the commodity area. Will act independently in considering factors other than costs in approving awards to bidders. Has signature authority for purchase orders for subordinate buyers. Performs related work as required.

Examples of Work

- Plans, schedules, assigns and reviews the work of Senior Buyers, Buyers, and clerical personnel.
- Reviews requisitions for purchase for accuracy and completeness; assigns vendors, prepares price quotation exhibits; selects bid opening dates.
- Reviews bids and awards purchase order to lowest responsible bidder.
- Contacts vendor for clarification of bid language or price quotations; initiates addendum when necessary; assures proper registration, insurance and bond evidence for bidders.
- Records award date in log book; prepares weekly report of awards and bid amounts.
- Evaluates market conditions and agency needs to determine the need for statewide contracts in any commodity area; administers statewide contracts.
- Reviews and signs purchase orders for subordinate buyers.
- Contacts vendors and suppliers, manufacturers and testing facilities to gain information on new procedures, sources of supply, changes in product specifications, price changes and design and capabilities of commodities.
- Conducts cost analysis and price analysis of current and past purchases.
- Assists in developing standards and specifications for new commodities.

BUYER SUPERVISOR (CONT'D)**Knowledge, Skills and Abilities**

- Knowledge of the 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, 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.
- Ability to supervise clerical and professional employees.

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:** Four 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, at least one year of which must have been with the centralized State Purchasing Division or a large Department's centralized Purchasing Division. 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
 Revised: 4/11/95, 10/26/01
 Effective: 4/11/95, 10/26/01