

BUYER, SENIOR

Nature of Work: Under general direction, performs complex technical work in the 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 frequently changing specifications, purchase orders and contracts requiring special stipulations and standard interpretations reflecting an expert knowledge of the commodity area. Work is performed independently in considering factors other than costs in making awards to bidders. The incumbent has signature authority for purchase orders for team members. 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 data.
- Reviews bids and awards purchase order to lowest responsible bidder.
- Contacts vendors for clarification of bid language or price quotations; initiates addendum when necessary; assures proper registration, insurance and bond evidence for bidders.
- Records award data 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 assigned commodity area; administers statewide contracts.
- Reviews and signs purchase orders of a specified dollar amount for subordinate buyers.
- Contacts vendors and suppliers, manufacturers and testing facilities to gain information on new products, sources of supply, changes in produce specifications, price changes and design and capabilities of commodities.
- Conducts cost analysis and price analysis of current and past purchases.
- Assists in development of standards and specifications for new commodities.
- Assists in training subordinate buyers.

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 and rules and regulations relating to governmental purchasing.

BUYER, SENIOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)

- 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.

Minimum Qualifications

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

Substitution: 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. 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