

BUYER SUPERVISOR

KIND OF WORK

Supervision of professional employees in the purchasing and supply management industry and administration of the purchasing process for a variety of related materials for an agency or operating unit.

NATURE AND PURPOSE

An employee in this class is responsible for the overall review of the purchasing process as performed by the members of their group. In addition, the employees are responsible for obtaining information, preparing specifications and invitations for bids, asset management and overseeing negotiating transactions for the purchasing of a complex group of materials or supplies.

DISTINGUISHING CHARACTERISTICS

The Buyer Supervisor differs from the Buyer 1 or 2 classification in that Buyer 1 & Buyer 2 perform professional work but do not directly supervise employees nor do they directly exercise control and authority over a budget.

The Buyer Supervisor differs from the Inventory Control Supervisor series in that positions in the Inventory Control series perform supervisory work over employees primarily housed in warehouses and stores for an agency. These responsibilities begin once the parts, supplies or materials are in-route or located within the agency or operating unit. The Inventory Control Supervisors' work does not involve knowledge of, or participation in, the invitation for bid process or contract negotiations with vendors.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises positions involved in purchasing, contracting and accounts payable functions which includes providing opportunities for employee growth, hiring, training/development, dismissals, and promotions/demotions as well as providing work direction and scheduling.

Interviews and corresponds with vendors and purchasers covering needs, price changes and adjustments relating to complex purchases so that departmental needs are effectively and efficiently satisfied.

Prepares selected specifications and invitations for bids so that vendors may submit quotations for particular state purchases.

Coordinates and directs the work for a group of Buyers engaged in the purchasing of a variety of related goods, ensuring that that each Buyer receives proper training, evaluation and guidance.

Determines whether goods meet specification standards so that state purchasing requirements are satisfied.

Directs and reviews bids prepared by the Buyer under their supervision, ensuring that consistent methods and procedures are followed.

Develops, reviews and implements procedural changes in operations and accounting controls to provide more efficient and accurate disbursement functions so that payments are not misdirected or duplicated.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of governmental purchasing procedures.

Commodities, materials and supply management techniques and processes.

Contract law and its general application and principles of government purchasing and bid procedures.

Accounting disbursement processes principles and practices.

The Uniform Commercial Code as well as applicable licensing and vendor liability.

Request for Proposal (RFP) guidelines, principles and best practices.

Ability to:

Prepare specifications and to evaluate goods for price and quality.

Establish an effective working relationship with vendors as well as members of his group.

Est.: 11/68
Rev: 3/78, 6/05, 1/18

T.C.: 4/84, 2/97
Former Title(s): Buyer 3, Buyer Senior