

BUYER 2

KIND OF WORK

Volume purchasing of various supplies and equipment.

NATURE AND PURPOSE

An employee in this class is responsible for obtaining information, preparing specifications and invitations for bids and negotiating transactions for the purchase of various kinds of material and supplies of a complex nature. The employee is assigned a group of related items to be purchased and has independent responsibility for finding sources of supply and determining suitability of goods and equipment for purchase in relation to price, quality and conformity to specifications. Procedures are determined and important decisions are made by the Buyer Supervisor or other higher level employee.

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

Interviews and corresponds with vendors or purchasers or their representatives concerning needs, deposits, operations, price changes, adjustments and cancellations so that state needs are fulfilled and approved procedures are followed.

Prepares specifications and invitations for bid so that vendors may submit proper quotations for state purchases.

Receives, opens, checks and evaluates merchandise offered on bids so that quality control and materials purchased is maintained.

Receives, opens, checks and evaluates bids so that purchase orders may be awarded.

Determines whether goods and materials meet specification standards.

Keeps records and maintains current market information so that the most favorable market position for the state is obtained.

Consults with a Senior Buyer concerning administrative policy and solution of special problems so that department continuity is maintained.

Supervises Clerks and routine work such as reporting, posting, tabulating bids and filing purchase orders so that these functions are properly carried out.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the principles, practices, marketing, governmental purchasing and supply procedures.

Considerable knowledge of various related products and two or more classes such as food, clothing, furniture hardware, building materials, heavy equipment or office supplies.

Some knowledge of contract law and its general application and principles of government purchasing and bid procedures.

Ability to:

Ability to prepare specifications and to evaluate goods and substitutes for price and quality.

Ability to establish and maintain effective working relationships with vendors and requisitioning officials.

Ability to maintain records and supervise routine administrative and clerical work.

Ability to obtain competitive bids and to locate sources of supply.

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Rev.: 11/27/68
Ckd.: 7/26/99, 11/14/07

T.C.:
Former Title(s):