



AUGUST 2018
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 3403

JCN #3403

County of El Dorado

June 1990

Revised: February 2000

Revised: November 2001

SENIOR SR. BUYER

DEFINITION

~~Under general supervision, assists the Procurement direction, leads, trains, oversees, and Contracts Manager participates in all phases of the more complex and difficult work within purchasing, contract writing and management, surplus disposal and central stores activities programs; performs varied professional purchasing in support of a variety of procurement duties, including purchasing and expediting materials, supplies, and equipment for use by County departments; coordinates County-wide contracts and programs; and performs related duties as assigned.~~

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

~~Receives general direction from supervisory or management personnel. Exercises no direct supervision over staff. May provide technical and functional lead direction to lower-level staff.~~

CLASS CHARACTERISTICS

~~This single position class assists the Procurement and Contracts Manager in the overall administration of the division, and works closely with all county departments to solve complex purchasing and expediting problems. In addition, the Senior Buyer may provide lead direction, work review and training to assigned staff. This class is distinguished from the Procurement and Contracts Manager in that the latter has overall management responsibility for purchasing, contract management, materials management and related administrative support functions of the Division.~~

~~This is the advanced/lead-level class in the paraprofessional Buyer classification series performs the more complex purchasing, expediting, and support duties within the division as well as providing lead direction to staff. Incumbents work under general direction and exercise discretion and independent judgment in performing the full range of routine to complex tasks.~~

EXAMPLES OF DUTIES TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~• Assists the Procurement and Contracts Manager in all aspects of the purchasing function, including central stores; may provide work direction, training and review to assigned staff.~~
- ~~➤ Analyzes Provides lead technical and functional direction to staff; reviews and controls work assignments and quality of work.~~
- ~~➤ Plans, schedules, prioritizes, and assigns work to staff within the centralized Stores/Mail/Courier program; trains employees in work methods.~~
- ~~• Reviews, examines, and processes complex requisitions to verify completeness and accuracy and to determine the type of materials, supplies or equipment required; confers with the requesting~~

~~department to ensure that information is correct, that order parameters are understood and to provide information regarding products, purchase orders, and suppliers.~~

- ~~Assists departments in preparation of personal service~~ other related documents, including contracts; ~~reviews contracts and bid recaps,~~ to ensure compliance with ~~county ordinances, laws, and policies~~ established purchasing procedures, and to confirm funding availability.
- ~~Coordinates with vendors and uses department staff to research and evaluate information required to prepare specifications.~~
- Prepares ~~formal~~ requests for proposals, specifications, and bid packages ~~as required for the purchase of equipment, materials, and supplies;~~ obtains verbal or written price quotations; ~~analyses~~ analyzes bids, ~~recommends award~~ recommends awards, and prepares ~~necessary~~ necessary documentation; ~~negotiates terms and administers varied service contracts.~~
- ~~Interviews salespersons, visits~~ Performs vendor outreach and is a main point of contact with outside vendors and potential vendors.
- ~~Evaluates vendor performance, when necessary meets with~~ manufacturers and vendors, attends demonstrations, and obtains samples and literature from potential suppliers; explains purchasing policies and ~~procedures to potential vendors;~~ obtains comparative data regarding price, quality, quantity, and availability of materials, supplies, and equipment. —
- Places orders and negotiates with vendors ~~as required if changes in purchase terms are required;~~ expedites purchase orders, ~~determining the reason for delivery~~ determines and follows up on ~~exceptions, returns, exchanges or other~~ credits, and resolves order problems ~~or supply chain issues and following up other problems~~ as ~~necessary~~ requested; works with ~~using~~ departments to reconcile invoices ~~and to solve delivery, quality and other problems that arise.~~ —
- ~~Analyses proposals submitted~~ Provides information and ~~negotiates terms~~ guidance to County departments regarding purchasing needs, specifications for ~~varied services~~ services, supplies, equipment, and ~~related~~ the computerized purchasing system.
- Provides recommendations regarding strategies and options for optimizing the County's purchasing power through coordinated procurement and contracting.
- Develops and administers complex County-wide contracts. —
- ~~Administers the purchasing system including maintenance of commodity codes, tax tables, and vendor codes in accordance with policies and procedures and in compliance with sales and use tax laws.~~
- ~~Monitors and tracks fixed asset purchases to ensure compliance with budgetary policies.~~
- ~~Coordinates the surplus storage and disposal program and of County surplus property;~~ assists ~~within~~ preparing for the ~~auction or other disposal~~ sale of surplus ~~equipment, materials and supplies~~ County property.
- Maintains records and prepares reports, including vendor performance files; assists in determining ~~reorder~~ re-order points and in determining practicable order quantities for materials and supplies. —
- Monitors developments in the purchasing field and recommends improvements to policies and procedures.
- Acts for the Procurement and Contracts Manager as assigned.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related ~~work~~ duties as assigned.

Senior Buyer

Page Two

QUALIFICATIONS

Knowledge of:

- ~~○ Basic supervisory principles and practices.~~
- ~~○ Public purchasing and contract management, language, creation, and principles and practices, including competitive bidding procedures in a public agency setting.~~
- ~~○ Storekeeping and materials management principles and practices.~~
- ~~○ Applicable federal, state and local laws and regulations.~~
- Principles of providing lead functional direction and training.
- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to County operations.
- ~~○ Methods and techniques of preparing and analyzing formal proposals and bids.~~
- Standardized in cost price analysis including maintenance and purchasing reference sources for support costs, life cycle costs, and methods of purchase.
- Methods and techniques utilized in quality analysis of equipment, materials, services, and supplies.
- ~~○ Knowledge of various computer software applications to prepare spreadsheets, reports, statistical data, and correspondence.~~

Skill in:

- ~~○ Assigning, directing and reviewing the work of others.~~
- Training others in work Principles of business administration and economics as applied to the purchasing function.
- ~~○ Budget and accounting procedures.~~
- Analyzing technical or complex purchasing problems and reaching sound, independent conclusions.
- Reading and interpreting Business arithmetic.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar and business and customer support etiquette.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Effectively provide staff leadership and work direction.
- Research and utilize data and information to achieve cost effective results.
- Negotiate contracts, agreements, and/or pricing schedules for materials, supplies, and equipment.
- Advise and explain purchasing policies, procedures, and standards.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Read and interpret purchase requests, plans, drawings, and technical specifications.
- Prepare clear, accurate, and concise reports, specifications, requests for proposal, correspondence, and other written materials.
- ~~○ Buying effectively with regard to quantity, quality and price.~~
- ~~○ Setting priorities, coordinating several projects concurrently and meeting critical deadlines.~~
- Analyze recurring problems and recommend solutions to the manager.
- Assist in maintaining control of large expenditures and adherence to purchasing policies and procedures.
- Translate user requirements into appropriate specifications.
- Analyze bids, evaluate responses, and recommend award of contracts.

- ~~Make~~ accurate arithmetic calculations.
- ~~Maintaining accurate records and files.~~
 - ~~Establishing and maintaining~~ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
 - Problem solve and prioritize requests in a high volume work environment.
 - Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
 - Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~Establish, maintain, and foster positive and~~ effective working relationships with those contacted in the course of ~~the~~ work.

Other Requirements:

~~Must possess a valid driver's license.~~

Education and Experience:

~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.~~

Equivalent to ~~completion of two years of college (60 units) which has included coursework~~ an associate degree in business administration, public administration, economics, accounting, or a closely related field;

AND ~~four~~

~~Two (2) years of journey-level experience in purchasing and expediting materials, supplies, and equipment at a level equivalent to the County's class of Buyer II.~~

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

~~Must possess~~ ~~experience performing~~ mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties ~~which include preparing purchase orders, request~~, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for ~~bids, proposals, and /or quotes, and contracts. Completion of a purchasing management certificate program at an accredited college or university~~ individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

~~Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may **substitute for the two years of college (60 units).**~~

~~**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills. interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.~~