



SR. BUYER

DEFINITION

Under general direction, leads, trains, oversees, and participates in the more complex and difficult work within purchasing programs; performs 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.

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 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

- 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, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with 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 requests for proposals, specifications, and bid packages for the purchase of equipment, materials, and supplies; obtains verbal or written price quotations; analyzes bids, recommends awards, and prepares necessary documentation; negotiates terms and administers varied service contracts.
- 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; expedites purchase orders, determines and follows up on exceptions, returns, exchanges or credits, and resolves order problems or supply chain issues and other problems as requested; works with departments to reconcile invoices.
- Provides information and guidance to County departments regarding purchasing needs, specifications for services, supplies, equipment, and 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 storage and disposal of County surplus property; assists in preparing for the sale of surplus County property.
- Maintains records and prepares reports, including vendor performance files; assists in determining 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.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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 utilized in cost price analysis including maintenance and support costs, life cycle costs, and methods of purchase.
- Methods and techniques utilized in quality analysis of equipment, materials, services, and supplies.
- Principles of business administration and economics as applied to the purchasing function.
- Budget and accounting procedures and practices.
- 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 specifications.
- Prepare clear, accurate, and concise reports, specifications, correspondence, and other written material.
- 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.
- 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 work.

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 an associate degree in business administration, public administration, economics, accounting, or a closely related field;

AND

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 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, 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 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 interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.