

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: BUYER
DEPARTMENT: GENERAL SERVICES
REPORTS TO: GENERAL SERVICES DIRECTOR

CLASS CODE: 0122
FLSA STATUS: E
DATE: 5/05

JOB SUMMARY:

Under general direction receives, evaluates and processes requisitions for equipment, materials, and supplies purchased for County departments and the County's central supply warehouse.

DISTINGUISHING FEATURES:

The Buyer class is the journey level class in this series; incumbents are fully competent to perform a wide range of technical purchasing and expediting duties. The Buyer is distinguished from Buyer Trainee by the performance of more autonomous and complex duties and responsibilities by the Buyer.

SUPERVISION EXERCISED:

Exercises technical and functional supervision over stores coordinator and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: *(Not all incumbents perform all the examples listed, nor do the examples cover all the duties that may be performed.)*

- Analyze 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 and suppliers.
- Coordinate with vendors and department staff to research and evaluate information required to prepare specifications.
- Obtain verbal or written price quotations or assist in preparing formal specifications and bid packages as required; open and evaluate bids, recommend award of such bids, and prepare necessary documentation.
- Prepare requests for proposals, negotiate terms and administer varied service contracts.
- Supervise, plan, coordinate, schedule and evaluate the work of staff assigned to unit; participate in the training of staff; participate in the selection of personnel; recommend and/or implement hiring, promotion, discipline, suspension and discharge of assigned employees.
- Interview sales persons, visit manufacturers and vendors, attend demonstrations, and obtain samples and literature from potential suppliers; explain purchasing policies and procedures to potential vendors; obtain comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.
- Place orders and negotiate with vendors as required if changes in purchase terms are required; expedite purchase orders, determining the reason for delivery or other problems and following up as necessary; work with departments to reconcile invoices and to solve delivery, quality and other problems that arise.
- Maintain records and prepare reports, including vendor performance; assist in determining reorder points and in determining practicable order quantities for materials and supplies.
- Develop long-range purchasing goals to maximize buying potential.
- Conduct group and/or individual training for County employees on County purchasing policies and procedures.
- Monitor inventory levels in Central Supply Warehouse and place orders accordingly. Maintain records relating to inventory control, supervise and direct annual Central Supply inventory.
- Monitor developments in the purchasing field and recommend improvements to policies and procedures.
- Coordinate the pickup and distribution, and eventual disposal of surplus County equipment.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Forklift Hand Truck General Office Equipment
Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree, or equivalent (such as coursework or Certification in Purchasing Management), from an accredited college or university in Business Administration, Purchasing, Finance, Accounting, or a related field; and

two years of

progressively responsible purchasing experience involving cost determination, bid preparation, bid comparison, vendor selection, and expediting or other duties equivalent to that of Buyer Trainee with Mendocino County (preferably in a government agency); or any combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, practices, and methods of public purchasing, including competitive bid procedures.
- Standard price and purchasing reference sources for materials and supplies.
- Applicable federal, state and local laws and regulations.
- Principles of business administration and economics as applied to the purchasing function.
- Record keeping, report preparation, filing methods and records management techniques.
- Principles and practices of governmental accounting as related to purchasing.
- Principles and practices of inventory control.
- Principles and practices of supervision and training.
- Collective bargaining agreement provisions applicable to assigned staff.
- Countywide personnel policies.
- Preparing and presenting training on policies and procedures.
- Standard business arithmetic, including percentages and decimals.
- Standard office practices and procedures.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Reading and interpreting purchase requests, plans, drawings and specifications.

Preparing clear, accurate, and concise reports, specifications, correspondence and other written materials.

Translating user requirements into appropriate specifications.

Buying effectively with regard to quantity, quality, and price.

Analyzing bids, evaluate responses and recommend award of contracts

Scheduling and coordinating projects, organize work, set priorities, meeting critical deadlines and make sound independent decisions.

Supervising, planning, organizing, reviewing and evaluating the work of assigned staff.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Composing clear and concise correspondence, reports and other written materials.

Conducting training sessions to groups or individuals.

Making accurate arithmetic calculations.

Maintaining accurate records and files.

Operating a forklift to load and unload stock.

Communicating clearly and effectively, both orally and in writing.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Mental and Physical Ability to:

- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Accurately add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- While performing the essential functions of this job the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop or bend, and speak and hear.

- While performing the essential functions of this job the employee is frequently required to lift, push, pull and/or carry in excess of 40 pounds and occasionally required to lift, push, pull and/or move in excess of 75 pounds.

Working Conditions:

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, work near moving mechanical parts, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.