

Senior Buyer

Job Class Code: 1202

Pay Grade: 10

FLSA: Non-Exempt

Updated: 3/05

GENERAL STATEMENT OF DUTIES: Performs technical work involved in the purchase of a wide range of materials, supplies and equipment; does related work as required

DISTINGUISHING FEATURES OF THE CLASS: This position is assigned responsibility for major and less defined purchasing-clerical operations such as: purchase requisitions and orders accounting, and maintenance of fixed assets inventories. The Buyer makes final decisions on purchases up to \$25,000.00. The work is performed under the general supervision of the Procurement Officer. Supervision may be exercised over other buyers.

EXAMPLES OF WORK: (Illustrative only)

- < Assists and directs Buyers and Department contacts in routine purchasing policy and procedures;
- < Reviews and processes requisitions, checking for accuracy and availability;
- < Expedites and determines status of existing purchase orders;
- < Acts as liaison between vendors and Department head;
- < Completes purchasing and accounting forms;
- < Maintains records and general reports concerning purchasing;
- < Processes maintenance contracts and places service calls as needed;
- < Maintains a departmental summary of expenditures;
- < Maintains current fixed asset accounts, including the processing of transaction forms, purchasing files, vendor classification forms, vendor files and prices;
- < Obtains competitive prices and assigns purchase orders to appropriate vendor;
- < Processes requisitions and purchase orders, checking for accuracy, availability of funds, signatures required, matching invoices with purchase orders and processing checks, etc.;
- < Oversees and/or checks the work of subordinates as required;
- < Completes accounting forms and performs typing tasks;
- < Keeps records and makes reports concerning the purchasing activity to which assigned;
- < Enters purchase orders and related data in processing system;
- < Maintains purchase order/requisition system;
- < Attends bid openings and occasionally conducts bid openings;
- < Performs a wide variety of related purchasing tasks;
- < Works closely with Procurement Officer on complex projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of business methods, markets and purchasing practices; some knowledge of the laws relating to public purchasing; ability to plan and supervise the work of others; good knowledge of clerical methods used in keeping fiscal accounts and records, office terminology, procedures, routines and equipment, and business arithmetic and English; familiarity with data entry on a computer terminal; ability to type from clear copy or rough draft at a reasonable rate of speed and accuracy, understand and carry out complex oral and written directions, and get along well with others; good judgment; accuracy.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years of purchasing experience and completion of standard high school course, preferably supplemented by business school or college courses in accounting; or any equivalent combination of experience and training

which provides the required knowledge, skills and abilities. Certified Professional Public Buyer (CPPB) or Accredited Purchasing Practitioner (APP) preferred.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four- drawer filing cabinets.

Visual ability: sufficient to effectively read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.