

Buyer III – Job Description



Role purpose (position scope)

Responsible for ensuring all planned and procured materials, goods and services relating items that are in stock and arrive as scheduled in support of the planned business needs and in support of meeting customer service levels. Must be able to meet all minimum standards within 90 days.

Key responsibilities

Using excellent customer service, establish and maintain effective working relationships with other employees, officials, and all members of the public. Performs purchasing functions including: Solicits bids, analyzes quotations received, and selects or recommends suppliers. Purchase "off-the-shelf" types of readily available, commonly used materials, supplies, tools, furniture, and services. Quantities of items and materials purchased may be relatively large, particularly in the case of contracts for continuing supply over a period of time, interview prospective vendors. Budget forecasting and financials, working with management on all scales. Transactions usually involve local retailers, wholesalers, jobbers, and manufacturers' sales representatives. Proposed purchase transactions that deviate from the unusual or from experience in terms of prices, quality of items, quantities, etc., or that may set precedents for future purchases are reviewed by supervisor, prior to final action. Handles special or unusual buying such as surplus sales; lists availability, does on-site inventory and inspects surplus sales. Responsible for purchasing for assigned departments. Advise and assist other employees in purchasing procedures; assists in preparing bid specifications and scope of work. Review technical specifications and using department requirements to determine, by nature of request, the best procurement method to be used with respect to public laws, regulations, ordinances, purchasing policies and procedures. Conduct product research and schedules demonstrations for testing to determine the technical specifications suitable to meet the using department needs. Ability to utilize the Internet for research. Interact with vendors and inter-department customers throughout the purchasing and selling process; resolves bid irregularities, performs price and cost analysis, negotiates prices and terms according to public law; expedite deliveries and conducts follow-up procedures when necessary. Receive bids, analyzes for responsiveness, award bid. Obtain competitive sealed proposals, qualifications-based proposals, bids and quotations, ensuring all required terms and conditions, contractual provisions and clauses required are included in procurement. Ensure procurement solicitations are condensed and publicized by posting them in public information locations. Must keep management, inter-department customers, and suppliers fully and timely informed of pertinent activities that affect them. Standard or routine aspects of work are performed with greater independence. Must be able to manage a heavy workload under pressure with tight deadlines. Resolve purchase order and invoice differences with suppliers, as to wrong deliveries, payments, invoices, credits, payment terms, and duplicate billings. Assist Purchasing Supervisor in purchasing, negotiating contracts for items, materials, or services of a technical and specialized nature. Prepare contract modifications. Administer long-term contracts, which may or may not involve subcontracts with special provisions that may be changed and renegotiated throughout the duration of the contract. Administer instruction contracts, which may or may not involve special grant funding throughout the duration of the contract. Special purchasing related projects as assigned by Purchasing Supervisor. Prepare individual purchasing action reports. with a variety of customer, supplier and colleague requirements. Make site visits to determine quantities for selling surplus, obsolete equipment and supplies or for disposing of hazardous waste. Make site visits to determine progress and compliance to the terms of the purchasing contract. Serve on various procurement coop and/or consortium as assigned. Serve on various employee committees, as assigned. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee Signature

This job description is not intended to be all inclusive of every job function, duty and responsibility. Duties may increase, decrease and/or change as deemed necessary to support the department operations.

Name _____ Date _____

Core competencies

Extensive knowledge of Administrative office practices including typing, filing, accounting and bookkeeping. Working knowledge of personal computers and software packages, including specific knowledge of Microsoft Word, Excel and Adobe Acrobat Professional. Excellent verbal and written communication skills. Analytical and problem solving skills. Knowledge of automated purchasing operations including data input into system. This position is subject to the Drug and Alcohol Free Workplace Program, which includes pre-employment testing, post accident testing, reasonable suspicion testing, and return-to-duty testing and follow-up testing. Excellent supervisory skills with references. Judgment and originality sufficient to plan procurement strategies for large-scale acquisition programs or systems, strong organizational and strategic planning skills.

Reports to	Direct reports
Purchasing Supervisor	Assist, train and supervise Buyer I.

Key measures and milestones

Assist in the creation, implementation and compliance of appropriate policies and procedures to ensure operations efficiency, while supporting profitable growth and managing costs. Carry out other day-to-day supplier related procurement activities. Support the successful, efficient and timely centralizing of sourcing and company-wide procurement of forecasted inventory materials. Manufacturing experience and/or a working knowledge of a manufacturing environment, its processes and procedures. Computer and computer training experience, including experience with a variety of computer systems, spreadsheet and database programs, and ERP systems. Must Excellent oral and written communications and people skills Proven customer service skills. Proven customer service skills Technical expertise high volume manufacturing processes. Good organization skills; must be able to manage multiple projects with continuous interruptions. Ability to establish and maintain working relationships with co-workers, supervisors, other public officials. Ability to operate tools and equipment listed.

Education and Experience

- Bachelor's degree with specialization in accounting, public or business administration or related fields preferred.
- Possess at 5-7 years as a Buyer II or 5-7 years of responsible procurement related experience in a centralized purchasing operation involving experience with complicated and technical contracts.
- Preferring a governmental environment.
- APICS/NAPM certification required, or ability to obtain such within three (3) years of employment.

Physical Work Environment

Reasonable accommodation available for individuals with disabilities to perform essential duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Tasks may involve extended periods of time at a keyboard or work station.