

## BUYER

GRADE 25

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs responsible technical work coordinating and participating in the procurement of municipal services, supplies, materials and equipment; does related work as required. Work is performed under regular supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Initiating and processing purchase orders; preparing and maintaining detailed purchasing records; researching specifications; soliciting quotations; preparing bid packages; tabulating bid responses.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews requests and specifications for goods/services for accuracy, clarity, completeness and contract compliance; expedites time sensitive documents or requests.
- Creates bid/proposal for goods, services or a specific project; familiarizes user departments with available contract options.
- Solicits quotations from vendors; makes recommendations for award of contract.
- Coordinates bid process; advertises, publishes and publicly posts Invitation for Bid (IFB) or Request for Proposal (RFP) announcements; serves as point of contact for all questions pertaining to bid prior to bid opening; expedites bidder requests through user department; conducts pre-bid/pre-proposal conferences; conducts public bid openings and records bid results on bid tabulation sheets; forwards bid packages and tabulation sheets to users for evaluation.
- Coordinates evaluation committee activities and documents, schedules interviews, arranges demonstrations and/or site visits; provides guidance to evaluation committees for proper direction and compliance to procurement policies and guidelines.
- Coordinates and conducts negotiations with offerors; prepares notice of intent/award notification, contract and related documents; collects appropriate insurance, bonding and license documents; creates and maintains catalogs and instructions; distributes to users.
- Performs contract administration; monitors contract status reports and tracks expiration dates; initiates renewals.
- Resolves disputes between user departments and contractors.
- Maintains and interprets contracts from other public agencies for use by customer/user departments; assists user departments in determination of their requirements to ensure the procurement of the right product and/or service.
- Reviews, approves and verifies all purchase orders for buyer-designated commodities.
- Performs general clerical tasks including answering telephone, preparing and maintaining various files, sending faxes, processing incoming and outgoing mail, etc.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of business methods, markets and purchasing practices; general knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the County; general knowledge of standard office procedures, practices and equipment; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with other officials, vendors and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in purchasing or related field and some experience in the procurement of materials, equipment and supplies.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. May be required, as need arises, to conduct field visits for projects including but not limited to off-site review of outside properties over potentially uneven terrain, climbing ladders/rooftop or mechanical room inspections, all of which require travel to any and all County and School facility locations.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. CPPB preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.