

## COUNTY OF SOLANO

### BUYER (SENIOR)

Est. 09/06

#### **DEFINITION**

Oversees, coordinates and participates in the work of staff performing professional, technical, and analytical duties in support of centralized purchasing; provides lead direction and training to subordinates.

#### **CLASS CHARACTERISTICS**

This is an advanced journey/lead level class in the Buyer series. The Buyer (Senior) is characterized by the responsibility for coordinating and administering Central Services most complex and highly specialized purchasing activities and contracts for assigned commodities and user departments. Employees work within an established framework in accordance with County purchasing policies, procedures, and regulations, as well as State, Local and Federal laws. Incumbents are expected to work independently in performing the tasks necessary to fulfill the department's needs. Incumbent is responsible for organizing and overseeing ancillary services which are part of the department's operations. This class may oversee the stores, mailroom, records management and surplus functions in the absence of the Central Services Manager. This class is distinguished from the Central Services Manager in that the latter has overall responsibility for the purchasing division and specific responsibility for procurement of major capital items.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Central Services Manager.

Provides technical and functional oversight for technical and clerical staff.

#### **EXAMPLES OF DUTIES** -Duties may include but are not limited to the following:

Oversees, coordinates and participates in the work of staff performing professional, technical, and analytical duties in support of centralized purchasing; provides oversight to employees in the areas of work methods, and techniques; verifies work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Develops invitations for Bids, Requests for Proposals/Qualifications and Requests for Quotes the most complex and highly specialized purchasing activities; coordinates the solicitation process from beginning to the award of the contract.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery and procedures; identifies, and recommends opportunities for improvement and implements changes.

Receives and reviews requisitions for accuracy; confers with department representatives to determine needs and to develop specifications considering budget allocations, marketing conditions and product availability; researches sources of supply; attends trade shows, reads periodicals, and product literature, interviews market representatives, and evaluates sample products to gain resource information; approves requisitions and issues purchase orders, and implements current trends and practices in public purchasing.

Assists other departments with related tasks; prepares product specifications; provides cost estimates for budgeting purposes; prepares fund transfer requests, invoices, claims, payable and receivable information; advises and consults with departmental representatives on procurement matters and assists in resolving issues.

Negotiates lease/purchase and rental agreements; engages independent service contractors on behalf of the County; interviews vendor representatives and develops and maintains relationships with vendors, the public and other County employees; provides training to vendors and user departments on purchasing procedures and changes in procedure.

Prepares specifications, requests for quotes, advertisements, and purchase orders; contracts vendors for bid quotations; analyzes bids received by costs and calculates quantity conversions as necessary to conduct accurate analysis and provide proper comparison of bids; tabulates bids for analysis to determine best value.

Coordinates recycling efforts and disposal of surplus materials and equipment for the County.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Modern and complex procurement practices of governmental purchasing; including but not limited to commodity markets, market practices, and pricing methods.

County rules and regulations regarding the procurement of goods and services.

Trends in the procurement industry.

Resource options available to procure needed goods and materials.

Bidding process, specification preparation and related activities.

Departmental activities and materials used to accurately determine appropriateness of requisitions submitted for approval.

Principles and practices of employee supervision and training.

**Skills to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

**Ability to:**

Prepare and maintain complex contracts.

Prepare complex bid and proposal documents and specifications for supplies, materials and equipment.

Plan and schedule buying activities for greatest efficiency and service.

Review and determine appropriateness of submitted requisitions for approval.

Evaluate bids and quotations to determine most competitive pricing and quality of goods.

Apply rules and regulations in performing procurement tasks.

Consult with and advise departments on various procurement issues.

Communicate tactfully and effectively with a wide variety of employees, vendor representatives, officials and County management.

Train and educate internal users, vendors, suppliers, and others involved in the County procurement process.

Prepare clear and concise written communications and refer to local and regional providers of products, services and equipment.

Conduct procurement activities through the internet and electronic commerce.

Determine and evaluate levels of achievement and performance of vendors.

**Experience and Education/Training**

**Experience:**

Four years of increasingly responsible experience performing technical purchasing in a centralized purchasing department including one year negotiating complex or highly specialized contracts and agreements or purchasing specialized items.

**Education/Training:**

High school diploma/GED is required. Bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field is preferred. Possession of an advanced purchasing certification is desirable.

**SPECIAL REQUIREMENTS**

Possession of a valid Class C California driver's license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel is required.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, and traffic hazards.

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Donald W. Turko  
Director of Human Resources

**Established Date:** September 2006

**BOS Date:** June 26, 2006

**CSC Date:** September 2006