

**SENIOR BUYER****NATURE OF WORK**

This is responsible, specialized work, of a more technical nature in connection with the central purchasing operation of the County.

An employee in a position allocated to this class performs purchasing assigned commodity groups including preparation of complex procurements, analysis of technical bids and proposals and the preparation of purchase orders and term contracts. Work includes evaluating market conditions and trends, planning specific short and long range commodity objectives, developing and surveying markets for best or new supply sources. This class is distinguished from the Buyers class by the higher degree of responsibility, higher delegated procurement approval authority, independent judgment and technical competence, and by the involvement of limited managerial and supervisory tasks. Supervision is received from a designated superior who reviews work for the attainment of desired results to assure conformance with established policies and procedures.

**EXAMPLES OF WORK**

Prepares complex proposals, bids and multi-year procurement contracts for multi-faceted services and goods.

Develops specific short and long range commodity objectives.

Compares costs and evaluates quality and suitability of commodities.

Surveys markets to determine best source, new sources, market conditions and trends.

Confers with and advises user department to determine purchasing needs, selection criteria and requirements.

Consolidates annual requirements for commodities common to various departments.

Prepares various research reports, as required.

Acts in the stead of the Purchasing Manager, as required.

Trains buyer assistants or new buyers, as required.

Trains user department personnel, as required.

Reviews work of one or more buyers for technical accuracy and completeness, as required.

Supervises pre-bid or pre-proposal conferences and selection committee meetings.

Performs limited managerial and/or supervisory tasks, as assigned; e.g., assists Purchasing Manager in resolving an operational problem, or act as a work group leader on a project.

Performs related work as required.

**SENIOR BUYER - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of purchasing policies and procedures, laws, rules and regulations, as applicable.

Thorough knowledge of grades, qualities, supply sources, and market factors affecting supplies.

Thorough knowledge of the County financial system and procurement system.

Ability to obtain, interpret and accurately market prices and trends applicable to procurement problems.

Ability to establish and maintain effective working relationships as required by work assignments.

Ability to communicate clearly and concisely, orally and in writing.

Ability to analyze, make decisions independently, evaluate procurement processes and provide advice and strategy.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from high school or an equivalent recognized certification; three (3) years of experience as a buyer or purchasing agent for a governmental entity; or any equivalent combination of related training and experience.

Rev. 02/2006