

<i>Code: 1231</i> <i>Title: BUYER</i>
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SUMMARY: Performs buying work in the procurement of a variety of supplies and equipment; locating competitive sources and prices for products and services, and assisting in all other purchasing functions, bids and contract activities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Receives and reviews purchase requisitions for completeness and accuracy of information for a variety of general merchandise orders made by a department;
Establishes and maintains phone, mail, or personal contact with vendors and their representatives;
Interviews vendors and develops lists of vendors for type of goods purchased and to whom requests for bids are to be sent;
Locates and keeps records of sources of supply for various supplies and equipment;
Secures quotations and places orders for purchases when bids are not required;
Reviews journals and publications to become familiar with new products and sources of supply;
Maintains files of current catalogs, specifications and prices;
Discusses purchases, and product needs and product quality with other departments;
Assists departments in filling order specifications for accuracy and in assuring conformity to County purchasing regulations;
Expedites shipments and deliveries by following up with vendors, trucking companies, railroads, and other common carriers;
Gathers information for bid specifications;
Issues purchase orders.

KNOWLEDGE & SKILLS:

Knowledge of:

- purchasing practices and procedures;
- commodity markets, marketing practices, and pricing methods;
- office practices and procedures;
- laws, policies, and regulations pertaining to governmental purchasing procedures.

Skill in:

- communicating effectively;
- performing purchasing and related functions;
- evaluating goods or substitutes at weight prices, quality, delivery, and other functions effecting purchases;
- analyzing and anticipating the purchasing needs of departments and agencies;
- negotiating with vendors and suppliers;
- maintaining records.

MINIMUM QUALIFICATIONS:

(1) A Bachelor's degree from an accredited college or university with a major in purchasing, materials management, finance, marketing, management or a closely related field.

(Two years of buying experience may substitute for the above mentioned Bachelor's degree. One month of buying experience equates to two courses.)

(2) Two years of professional buying experience.

(Course work from an accredited college or university in purchasing, materials management, finance, marketing, management, or a closely related field may substitute for the two years of buying experience.

Two courses equate to one month of buying experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

04/01/79
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