

Code: 1232

Title: BUYER-SENIOR

SUMMARY: Performs professional buying work in the procurement of a variety of supplies and equipment for a specialized area. The Buyer – Senior classification distinguishes from the Buyer classification by having responsibility for bid projects involving highly technical specifications and complex evaluation processes, special assignments, work overflow from a supervisor, and advice and assistance in training other buyers.

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

Studies market trends and makes comparative analysis of products to determine the best time to purchase a product;

Interviews and establishes contact with vendors interested in County business;

Provides liaison with vendors in dealing with problems related to procurement such as tracing delayed or misplaced purchase orders and merchandise;

Advises departments of new/better products, availability, prices, and advantages compared to presently used products;

Keeps department informed of changes in product design, availability, and cost;

Answers questions presented by vendors and departments concerning County purchasing policies;

Receives and reviews purchase requisitions for completeness and accuracy of information for specialized commodities ordered by a department;

Issues purchase orders;

Locates supplies, compares costs, and purchases specialized supplies and equipment;

Determines most efficient method for purchase and delivery of requisitioned supplies and equipment;

Assists department in developing technical and specialized specifications and standards for supplies and equipment according to established County purchasing regulations;

Assists in the professional development of new buyers;

Conducts bid openings and provides information relevant to the specialty area.

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 County purchasing procedures.

Skill in:

- performing purchasing and related functions;
- developing standards and evaluating goods, substitutes, weight prices, quality, delivery and other factors affecting purchases;
- communicating effectively;
- analyzing and anticipating the purchasing needs of departments and agencies;
- interviewing and negotiating with vendors and suppliers;
- providing training.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in purchasing or materials management and one year of professional buying experience including coordinating and assigning the work of others.

OR:

(2) A Bachelor's degree from an accredited college or university with a major in finance, marketing, management, or a closely related field as defined by the Appointing Authority and two years of professional buying experience.

OR:

(3) Five years of professional buying experience.

OR:

(4) Two years with Pima County as a Buyer.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require possession of a valid Arizona Drivers License with appropriate endorsement(s).

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.