Code:	*1232*
Title:	*BUYER-SENIOR*

SUMMARY: Provides professional level support to Commodity/Contracts Officers (CCOs) involving the establishment and maintenance of contracts and purchase orders in the procurement of a wide variety of materials and services. This classification is used exclusively by the Procurement Department. The Buyer-Senior classification is distinguished from the Buyer classification by its use only within the Procurement Department and its focus on providing professional level support to CCOs. It is distinguished from the Buyer-Principal classification which focuses on professional buying work and advising/leading other procurement staff and supervising clerical staff.

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

Assists in studying market trends and comparative analysis of products to determine the best time to purchase a product;
Interviews and establishes contact with vendors interested in County business;
Provides information to vendors in resolving 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;
Assists in determining most efficient method for purchase and delivery of requisitioned supplies and equipment;
Assists client department in developing technical and specialized specifications and standards for supplies and equipment according to established County purchasing regulations;
Assists in conducting bid openings and provides information relevant to the specialty area.

KNOWLEDGE & SKILLS:

Knowledge of:
- public purchasing practices and procedures;
- commodity markets, marketing practices, and pricing methods;
- principles and techniques of procurement research and analysis;
- office practices and procedures;
- laws, ordinances, codes, policies, procedures and regulations pertaining to County purchasing procedures;
- requirement and capabilities of automated systems.

Skill in:
- performing procurement and purchasing related functions such as solicitation development, evaluation of offers, creation of bid tabulations and award recommendations, etc.;
- communicating effectively, both verbal and written form;
- analyzing and anticipating the purchasing needs of departments and agencies;

- interviewing and negotiating with vendors and suppliers;
- using information technology such as an Enterprise system, Enterprise Resource Planning (ERP) applications, personal computers with office applications (i.e. word processing, spreadsheets, databases, etc.).

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business, purchasing or materials management or closely related field as defined by the appointing authority at the time of recruitment.
(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Three years with the Pima County Procurement Department in a paraprofessional or professional administrative support classification preparing procurement related documentation and performing procurement related support services.

OR:

(3) One year with Pima County as a Buyer.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

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

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