

Code: 1233

Title: BUYER-PRINCIPAL

SUMMARY: Performs professional buying work to include advising/leading other procurement staff and supervising the 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.)

Supervises, directs and coordinates activities of the clerical and data entry staff;
Develops and implements new procedures to improve the efficiency and productivity of the procurement function;
Establishes and maintains contact with vendors doing business with the County;
Acts as a professional technical resource for Buyers and Senior Buyers and assists in professional development of new buyers;
Provides information to vendors in resolving problems related to procurement, such as tracing delayed or misplaced purchase orders and merchandise;
Provides input to and assists in development of departmental automated system;
Assists and advises departments in all aspects of procurement such as locating hard to find items, making price comparisons and advising on availability of products;
Locates suppliers, compares costs, and purchases specialized supplies and equipment;
Sets priorities for work flow through the clerical and data entry functions;
Performs special projects as directed by management or the Director.

KNOWLEDGE & SKILLS:

Knowledge of:

- procurement practices and procedures;
- the laws, ordinances and regulations governing County procurement;
- supervisory and managerial practices;
- office procedures and organizational methods;
- the requirement and capabilities of automated systems.

Skill in:

- reviewing purchase requisitions and issuing purchase orders;
- communicating effectively;
- assessing departmental needs and negotiating with vendors;
- supervising and evaluating the work of others;
- establishing and maintaining effective working relationships;
- training and advising less experienced professional staff.

MINIMUM QUALIFICATIONS: EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in purchasing or materials management or a closely related field as defined by the Appointing Authority, and two years of professional buying experience, including one year of experience in a lead or supervising capacity.

OR:

(2) One year as a Senior Buyer with Pima County.

OTHER REQUIREMENTS:

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

02/01/88
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