

Code: 1233

Title: BUYER-PRINCIPAL

SUMMARY: Performs professional buying work to include advising/leading other procurement staff and supervising the clerical staff. This classification is used exclusively by the Procurement Department. The Buyer-Principal classification is distinguished from the Buyer-Senior classification which focuses on providing professional level support to Commodity/Contracts Officers.

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, documents and acquires approval to implement 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 client and department buyers and assists in professional development of new buyers;
Studies market trends and makes comparative analysis of products to determine the best time to purchase a product;
Determines most efficient method for purchase and delivery of requisitioned supplies and equipment;
Conducts bid openings and provides information relevant to the specialty area;
Provides information to vendors in resolving problems related to procurement, such as creation of vendor records, locating delayed or misplaced contract documents, delivery or purchase orders, receivers, invoices and merchandise;
Provides input to and assists in development of automated systems;
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 departmental management.

KNOWLEDGE & SKILLS:

Knowledge of:

- public procurement purchasing practices and procedures;
- commodity markets, marketing practices, and pricing methods;
- laws, ordinances, codes, policies, procedures and regulations governing County procurement;
- supervisory and managerial practices;
- principles and techniques of procurement research and analysis;
- office procedures and organizational methods;
- principles and practices of effective supervision;
- requirements and capabilities of automated systems.

Skill in:

- reviewing purchase requisitions and issuing purchase orders;
- communicating effectively, both verbal and written form;
- analyzing and evaluating procurement needs and comparing procurement methods;
- assessing departmental needs and negotiating with vendors;
- supervising and evaluating the work of others;

- procurement research and analysis;
- performing procurement and purchasing related functions such as solicitation development, evaluation of offers, creation of bid tabulations and award recommendations, etc.;
- use of Enterprise systems;
- use of personal computers, ERP systems, office applications (i.e., word processing, spreadsheets, databases, etc.);
- 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 business, purchasing or materials management or a closely related field as defined by the Appointing Authority at the time of recruitment, and one year of professional buying experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

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

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.