



BUYER, SENIOR

Department: Finance
Job Class #: 104700
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is administrative and complex technical work procuring materials, equipment, construction and services for Pierce County. An employee in this classification is responsible for purchasing and utilizing the formal bid process to obtain materials, equipment, construction and services for various County departments. Work assignments are performed according to established purchasing guidelines, procedures, and state and local laws and ordinances. The employee is expected to perform with significant latitude for independent action and judgement.

SERIES CONCEPT: This class is distinguished from the Buyer class by significantly more extensive and complex subject matter and knowledge necessary to perform the duties. A greater degree of independent judgment and action is required.

ESSENTIAL FUNCTIONS:

- Receive and verify requisitions for various materials, equipment, construction and services; prepare and process informal solicitations, formal bids, Request for Proposals, Request for Quotations, Small Works Request for Quotations, requisitions, and purchase orders; assure accuracy and completion of forms.
- Conduct and coordinate the procedures of sealed-bid purchasing including preparation of bid specifications; develop invitation to bid, and select vendors invited to bid.
- Conduct the small works roster bid process, including preparation of specifications and selecting the correct roster to be used.
- Develop and edit specifications for materials, equipment, construction and services.
- Publicly open sealed bids; ensure review of bids for contract compliance; summarize bid submittals; submit bid summary and recommendations to Purchasing Agent for review and approval; and provide bid information to interested parties.
- Secure responses to small works bids until the closing; ensure review for contract compliance, summarize results, submit results & recommendations to Purchasing Agent for approval, provide bid information to interested parties.
- Prepare contract documents, monitor progress through approval/signature process until fully signed.
- Research technical aspects of goods, services and construction; consult with industry specialists to secure information regarding new products, improvements and cost cutting alternatives.
- Apply a thorough understanding of pertinent sections of the Revised Code of Washington, County ordinances, procedures, departmental policy and procedures; provide accurate interpretations to user departments and vendors.
- Consult with requesting department and vendors and researches previous purchases to specify needs.
- Advise vendors and departments on appropriate governmental procurement paperwork and process.
- Seek legal opinions from the Prosecutor's Office on bidding, contractual and liability questions.
- Act as liaison between departments and vendors in negotiating potential and existing suppliers regarding such things as price delivery, warranty, options, service and discount.
- Develop and maintain a variety of files and records of bids, products, purchases, vendors and related information.

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ESSENTIAL FUNCTIONS: (continued)

- Provide training and assistance to subordinate employees.
- Act on behalf of the Purchasing Agent in his/her absence.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER FUNCTIONS:

- Maintain the on-line bidder registration including small works roster and the listing of professional/technical vendor resumes.
- Conduct due diligence research for use of other agencies' bids & contracts; keep bid information current on the County's financial system.
- Assist with sealed bid surplus sales.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction and supervision of an assigned administrative manager. Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. This position does not routinely exercise supervisory responsibility but may supervise others in the absence of the director.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Buyer, Senior typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of:

- Procedures, methods and techniques of procurement and governmental purchasing.
- Sources of supply, market conditions, price trends, and scheduling.
- Pertinent federal, state, and local laws, codes and ordinances.
- Office practices and equipment.

Ability to:

- Prepare formal written bid specifications.
- Evaluate bids and recommend efficient course of action.
- Plan, assign and coordinate the activities of subordinates.

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- Establish and maintain effective working relationships with co-workers, other County employees, vendors and the general public.
- Keep accurate records and prepare required reports.
- Operate personal computers, calculators and other office equipment.
- Work independently under pressure and meet strict deadlines.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in business, purchasing, or related field and one year of governmental purchasing experience required. Additional relevant experience may substitute for the recruiting requirements.