

BUYER 1

KIND OF WORK

Beginning-level technical purchasing.

NATURE AND PURPOSE

An employee in this class follows established procedures in arranging for the purchase of a limited variety, though relatively large volume of materials, supplies and equipment requisitioned by state agencies. Responsibility includes obtaining information, preparing specifications and invitations for bid, and negotiating the purchase transactions for these various commodities. The employee works under the direction of a supervisor who is available for frequent consultation and makes final decisions on major purchases or unusual problems.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Reviews purchasing requests so that decisions on methods of purchasing can be made.

Prepares the less difficult purchase specifications and invitations for bid so that vendors may submit quotations on state purchases.

Determines whether prices quoted are fair and correct and whether quality meets specifications standards so that state specifications and standards are maintained.

Confers with departmental officials concerning the purchase of supplies and equipment so that department needs are effectively and efficiently satisfied.

Resolves differences between operating departments and vendors so that all parties are satisfied and contracts are fulfilled.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

*Working knowledge of the principles and practices of marketing, governmental purchasing, and supply work and of modern large-scale methods and procedures involving bidding, specifications, and complex administrative controls.

Ability to:

*Ability to evaluate quality and price elements and to judge suitability of goods furnished and of substitute articles.

Ability to establish and maintain effective working relationships with vendors and requisitioning officials.

Est.: 4/3/46
Rev.: 11/27/68, 3/78

T.C.:
Former Title(s):