



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Buyer</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Purchasing</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Purchasing</u>	<b>JOB CODE:</b> 500	

### DEFINITIONS:

Performs purchasing work of moderate difficulty in assigned commodity groups. Work is performed under the Director of Purchasing. Work involves purchasing supplies, materials, equipment and services for the County Departments and other duties assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepares and reviews specifications and other necessary documents related to the purchasing process; issues competitive bid invitations to vendors; interprets County policies relating to purchasing issues and makes recommendations to other County offices and departments; provides education and training on County purchasing policies and procedures to all County offices and departments.

Creates and reviews all contracts for the procurement of materials, supplies, services (except certain professional services exempted by policy) and equipment for the County; confers, advises, and assists Advise County office and department regarding state statutes, regulations, and procedures for procurement of commodities and/or services, County offices and departments in planning and evaluating material needs.

Monitors capital equipment purchases to ensure that quantities and expenditures are in compliance with County appropriations; prepares and submits reports on operations and exceptional issues; responds to departmental problems and complaints; establishes and organizes cooperative procurement agreements and activities with other governmental entities.

Completes proper encumbrances and contract documents; participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.

Assists County Officials and staff, when requested, in their direct procurements of commodities and/or services; prepares bid tabulations and Purchasing Department's budget and expenditure reports; prepares routine letters of inquiry or provides formal bid results and/or information to offices, departments, and vendors.

Maintains department calendar including meetings and bid schedules; performs a variety of related assignments including the preparation of summaries and reports; maintains the vendor database.

**KNOWLEDGE AND SKILLS**

1. Good knowledge of Boone County purchasing policies and procedures.
2. Good knowledge of Boone County budget, accounting and related systems.
3. Good knowledge of sources of suppliers for materials and equipment.
4. Good knowledge of business and contract law.
5. Skill in technical writing and preparation of bid specifications
6. Skill in applying accounting procedures and rules accurately.
7. Skill in accurate recording of data in manual and computerized accounting systems
8. Skill in the use of a personal computer and spreadsheet software.
9. Skill in establishing and maintain cooperative working relationships with other employees and departments.

**MINIMUM QUALIFICATIONS:**

Associate's degree; with two years public sector purchasing experience. Prefer two years public sector purchasing experience. Prefer CPPB, CPPO, or C.P.M. certification.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)