

BUYER - 518

DEFINITION OF WORK

Under immediate supervision, performs technical work in the procurement of a variety of county and municipal supplies, materials and equipment; does related work as required.

EXAMPLES OF WORK

Prepares specifications for proposed purchases; analyzes purchase order requests; confers with department personnel regarding specifications, quantity and quality of merchandise; assists in the opening of public bids; assists departments with their order requirements; interviews vendors or their representatives; solicits price quotations via telephone; assists in the operation of Central Warehouse; examines invoices covering purchase orders; maintains files of catalogs, price lists and other information; assists in the coordination of public auction sales; prepares and receives bids for City demolition work.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a high school diploma, supplemented by college level course work in purchasing, marketing or business management and considerable experience in the procurement of a variety of supplies, materials and equipment for a large organization.

Knowledge, Skills and Abilities: Thorough knowledge of business methods, markets and purchasing practices; general knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; general knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the City and County; general knowledge of standard office procedures, practices and equipment; ability to establish effective working relationships with other officials, vendors and the general public; ability to express ideas clearly and concisely, orally and in writing.

