

## **SENIOR BUYER - 096**

### **DEFINITION OF WORK**

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

### **EXAMPLES OF WORK**

Assumes charge of the division during the absence of the Purchasing Director; represents director in meetings and conferences as assigned; receives and handles to conclusion, requisitions from departments, obtaining informal quotations, discussing with departmental representatives the details of orders, deciding on method of purchase and issuing purchase orders; makes spot checks of quality and quantity of received goods; assists departmental representatives in purchasing problems, searching for appropriate products for services, explaining procedures and resolving problems; confers with departmental representatives to bring their attention to new products and improved services; confers with salespersons to discuss products, problems and new approaches to the use of products; assists in the supervision of the purchasing staff as assigned; assists in the reconciliation of vendor invoices and purchase orders.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a bachelors degree in public or business administration, with a concentration in purchasing or marketing and a CPM, CPPO, CLGPO, or other professional purchasing certification, and extensive experience in the procurement of a variety of supplies, materials and equipment in a large organization.

Knowledge, Skills and Abilities: Thorough knowledge of business methods markets and purchasing practices; thorough knowledge of North Carolina laws relating to public purchasing; ability to write clear and concise specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment; thorough knowledge of standard office procedures, practices and equipment; ability to supervise, organize and review the work of a small office staff in performing varied procurement functions; 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.