

BUYER SUPERVISOR II

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and purchasing work involved in directing the procurement activities of a central purchasing agency, including the large scale purchasing of specialized equipment and materials.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises procurement activities including purchasing, inspection, supply cataloging, issuing, property utilization, acquisition, disposition and transferring of supplies, equipment and materials.

Supervises or performs difficult negotiations for the procurement of services, supplies, materials, and equipment by formal and informal advertising of bids, contracting, purchasing, and "open market" buying for stock items and direct orders.

Establishes and implements operational procedures in order to provide efficient and economical handling of procurement functions.

Supervises, coordinates, or negotiates contracts for purchase, taking into account such elements as general business and economic conditions, rate of profits, and other similar data which is most advantageous to the requesting agency, department, or institution.

Contacts and advises requisitioning officials on suitable, available, and possible substitute items based on analyses which will ultimately require changes in specifications.

Reviews and screens all incoming requisitions to ascertain availability of items for issue; determines which requisitions are to be procured through formal and informal bids; may serve as chairman during opening of informal and formal bids; tabulates and analyzes bid abstracts and awards winning vendors.

Determines obsolete items and recommends survey of such items.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices and procedures and shipping methods.

Knowledge of the laws, departmental policies, and other regulations governing the administration of procurement functions.

Knowledge of the sources of supplies and of market and price trends.

Knowledge of the standard types, forms, and legal requirements of contracts.

Ability to supervise the procurement activities of a central purchasing agency.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures to improve effectiveness.

Ability to write specifications and prepare bids.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience in the procurement of supplies, materials, and equipment, one year of supervisory experience and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
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