

BUYER SUPERVISOR I

NATURE OF WORK IN THIS CLASS:

This is moderately complex supervisory and purchasing work in a department/agency.

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 the procurement activities of a department/agency.

Is responsible for the direct purchase of supplies, materials, and equipment for the agency; develops and maintains specifications for purchase of items; obtains and checks bids and price quotations.

Controls all purchases, distribution, inventory, transfer, resale, or salvage of capital equipment.

Prepares budget information for supply and purchasing functions.

Maintains a distribution program for supplies and equipment; prepares, reviews, and analyzes reports; implements changes in procedures.

Maintains supply catalogues and records of local and off-island markets for purchasing guides and other information.

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 procurement of supplies, materials, and equipment.

Knowledge of the specialized supply needs of a department/agency.

Knowledge of the sources of supply 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 department/agency.

Ability to make decisions in accordance with appropriate program guidelines.

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 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
Civil Service Commission