



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Senior Buyer</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Director, Purchasing</u>	FLSA: <u>Exempt</u>	DATE: <u>06/2019</u>
DEPARTMENT: <u>Purchasing</u>	JOB CODE: <u>500</u>	

SUMMARY:

Performs professional purchasing duties of moderate to complex level of difficulty. Work involves the purchase of a wide variety of commodities and or services, some of which may involve more complex procurement standards and procedures such as negotiation through a request for proposal process. Work is performed under the general supervision of the Director of Purchasing, but the ability to use independent judgment and action is required.

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 County offices and departments regarding state statutes, regulations, and procedures for procurement of commodities and /or services; advises 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 routine letters of inquiry or provides formal bid results and /or information to offices, departments and vendors. Prepare bid tabulations. Provide supervision to other office staff.

KNOWLEDGE AND SKILL:

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

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County, and State employees, elected officials and members of other entities.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards.

OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

Bachelor's degree with three years purchasing experience; or equivalent education and experience.

PREFERRED QUALIFICATIONS:

Prefer public purchasing experience and CPPB, CPPO, or C.P.M. certification or completion of certification within 2 years of hire.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.