



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Buyer</u>	NEW: <u> </u>	REVISED: <u>X</u> <small>(Please check one)</small>
REPORTS TO: <u>Director, Purchasing</u>	FLSA: <u>Exempt</u>	DATE: <u>04/20</u>
DEPARTMENT: <u>Purchasing</u>	JOB CODE: <u>500</u>	

SUMMARY:

Performs purchasing work of moderate difficulty in assigned commodity groups. Work is performed under the Director of Purchasing. Work involves purchasing supplies, materials, equipment and services for the County Departments and other duties assigned.

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 Advise County office and department regarding state statutes, regulations, and procedures for procurement of commodities and/or services, 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; responds to departmental problems and complaints; establishes and organizes cooperative procurement agreements and activities with other governmental entities.

Completes proper encumbrances and contract documents; 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 bid tabulations; prepares routine letters of inquiry or provides formal bid results and/or information to offices, departments, and vendors.

Maintains department calendar including meetings and bid schedules; performs a variety of related assignments including the preparation of summaries and reports; maintains the vendor database.

Provide supervision to other office staff. Performs other duties as assigned.

KNOWLEDGE AND SKILLS

1. Basic knowledge of Boone County purchasing policies and procedures.
2. Basic knowledge of Boone County budget, accounting and related systems.
3. Basic knowledge of sources of suppliers for materials and equipment.
4. Basic knowledge of business and contract law.
5. Basic skill in technical writing and preparation of bid specifications
6. Basic skill in applying accounting procedures and rules accurately.
7. Basic skill in accurate recording of data in manual and computerized accounting systems
8. Advanced skill in the use of a personal computer and spreadsheet software.
9. 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:

Associate's degree; or equivalent education and experience; with two years of purchasing experience.

PREFERRED QUALIFICATIONS:

Prefer three years public sector purchasing experience and CPPB, CPPO, or C.P.M. certification.