



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Senior Buyer</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Purchasing</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/16</u>
<b>DEPARTMENT:</b> <u>Purchasing</u>	<b>JOB CODE:</b> 500	

**DEFINITIONS:**

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 tabulation. Provide supervision to other office staff.

**KNOWLEDGE AND SKILL:**

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

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree with two years purchasing experience; or equivalent education and experience. Prefer public purchasing experience and CPPB, CPPO, or C.P.M. certification or completion of certification within 2 years of hire. Excellent technical writing skills as well as excellent oral communication skills. Ability to solve practical problems and deal with various circumstances where only limited standardization exists. Knowledge of accounting and budgetary principles and practices. Knowledge of the principles and practices of centralized procurement. Ability to establish and maintain effective working relationships with co-workers and vendors. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages with accuracy.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)