

County of Berks

POSITION DESCRIPTION FORM

Position Title Buyer

Department Purchasing **Reports To (Title)** Procurement Manager

Effective Date 12/31/2003 **Revision Date** 6/5//2019

Wage Category: **Exempt** **Non-Exempt**

EEO-1 Category Professional **Union Classification** N/A

POSITION SUMMARY:

Responsible for performing central purchasing functions and related duties in accordance with established department procedures, County code, policies, and state and federal regulations. Responsibilities include specification development, review of requisitions for accuracy, sourcing, soliciting quotations, price analysis, and procurement of goods and services. Work requires frequent contact with vendors and department representatives/end users. Duties are usually performed with considerable independence under the supervision of the Director & Procurement Manager.

POSITION RESPONSIBILITIES:

Essential Functions

1. Procures required goods and services, in a cost-effective manner and within the parameters of established regulations and procedures, determining whether to seek alternate supplier sources and/or competitive price quotes.
2. Prepares Requests for Quotation (RFQ) and obtains vendor quotations. Evaluates quotations using price comparison methods; calculates the effects of transportation, minimum orders, discounts and lead times; and identifies the responsive, responsible vendor providing the lowest cost quotation.
3. Assists the Director and/or Procurement Manager in the preparation, documentation and advertisement of Invitations to Bid (ITB) and Request for Proposals (RFP). Assists with analysis of vendors' bids under the guidance of the Director and/or Procurement Manager. Prepares, documents, advertises, and administers Invitations to Bid (ITB) and Surplus Sales as assigned. Analyzes vendors' bids and makes recommendations to the Director and/or Procurement Manager to award contracts as the result of the public bidding process.
4. Standardizes specifications among multi-department users of similar items providing the County with the benefits of economies of scale.
5. Expedites orders as required, troubleshoots and problem solves issues with purchase orders, settles discrepancies between invoices and purchase orders, and assures vendor compliance to specifications, schedules and other terms and conditions.
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7. Maintains professional liaisons with sales agents and vendors to stay up-to-date on new products and product specifications. Researches market to find new suppliers of goods and services used by the County and stay current and well versed on publicly procured contracts available under which to obtain quotes.
8. Advises and educates internal customers on current products; features, price, and availability of goods and services; and correct process to complete and submit a requisition. Arranges for samples and demonstrations of new products to internal customers. Keeps informed of the needs of internal customers.
9. Special Projects as assigned by the Director and/or Procurement Manager.

MINIMUM EDUCATION AND EXPERIENCE:

1. Associate degree in business administration or related field OR at least two years of equivalent experience.
2. Minimum of two years experience procuring goods and services, processing requisitions, and requesting competitive quotes, with responsibility for at least \$2 million of purchases annually.
3. Certified Public Purchasing Buyer (CPPB) certification by The Institute for Public Procurement (NIGP) or other equivalent professional certification preferred.
4. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of public procurement procedures, best practices and regulations.
2. General knowledge of contract law, and Article 2 of the Uniform Commercial Code.
3. Ability and willingness to communicate with tact and diplomacy and to establish and maintain cooperative and effective working relationships with internal and external customers, co-workers, supervisors, elected officials, other agencies and the general public.
4. Ability and willingness to procure without prejudice, seeking to obtain the maximum, ultimate value for each dollar of expenditure.
5. Ability and willingness to speak, understand, read and write English, knowledge and understanding of writing and grammar, and ability to perform basic and analytical arithmetic computations.
6. Ability and willingness to use good judgment in decision-making and to adhere to the highest ethical standard while performing purchasing functions.
7. Working knowledge in using PCs as well as Microsoft Office products (Excel, Word, Access and Outlook), and the Internet.
8. Excellent oral and written communication skills.
9. Ability and willingness to multi-task in a stressful environment and set priorities and meet deadlines.
10. Ability and willingness to understand and follow oral and written instructions.
11. Decision-making, analytical, and problem-solving skills at the level required to effectively perform the position responsibilities.
12. Organized, self-motivated, detail-oriented, and able to work independently.

PHYSICAL DEMANDS:

While performing the duties of this position, the incumbent will frequently be required to sit for extended periods of time, stand, walk, talk or hear, and work with office equipment and work with electronic media which can create eye strain. Occasionally, the employee will be required to lift or carry up to 25 lbs. Physical presence in the office is required.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.