



CLASS SPECIFICATION

Class Code: 60000412
Date Established: 07/1973
Last Reviewed: 05/2022
Last Revised: 05/2022
Last Title Change:
FLSA: non-exempt
Probation: 12 Months

BUYER

DEFINITION

Under general supervision, performs professional purchasing duties for standardized or specialized services, materials, supplies and equipment; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, public administration, accounting, supply chain or a related field AND two years of full-time progressively responsible professional buying experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive and review purchase requisitions for accuracy and adherence to state or federal requirements, Washoe County code, policies and procedures of the Purchasing Division; evaluate the adequacy of requisitions; confers with departmental personnel regarding their requirements and available options; recommend substitutions where appropriate; and purchase commodities, supplies, equipment and services in accordance with Nevada Revised Statutes, Washoe County code, established policy, and federal guidelines

Investigate sources of supply to determine availability and project costs for requested goods and services; compare and contrast possible supply sources to ascertain most advantageous method of procurement at the least cost and best delivery time.

Interview vendors to evaluate their capabilities and determine suitability as county suppliers; negotiate terms and conditions of purchases, delivery terms and other factors to obtain satisfactory products or services at favorable market conditions.

Interview salespersons, obtain samples and literature from potential suppliers; obtain comparative data regarding price, quality, quantity, availability and delivery of materials, equipment and supplies; recommend sources of supply.

Solicit and analyze quotations from vendors to ensure that purchases comply with specifications and requirements; work with vendors and their representatives to develop reliable suppliers by constant evaluation of their service and performance.

Resolve purchasing problems, including complaints, price disputes and delivery issues by researching to determine what occurred; recommend appropriate action to rectify the situation and achieve resolution; and continually look for areas needing business process improvement.

Prepare invitations to bid and request for proposals based on regulations pertaining to funding sources involved, applicable laws, current marketplace conditions and lead time for material specified; identify applicable joinder agreement opportunities. Conduct pre-bid/proposal conferences, public bid and proposal openings; analyze bid proposal to ensure all specifications are met; recommend selection of bids.

Participate in Procurement Committee meetings and oral presentations.

Research market conditions, business developments, economic trends, materials, availability and related factors to develop comprehensive technical specifications and service contracts.

Provide purchasing recommendations Countywide; develop contract language, write staff reports, manage inventories with County departments.

Develop and provide purchasing training to internal and external users.

Facilitate and manage County Pcard program.

Surplus disposal and maintenance.

Perform annual inventory reporting of County assets.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County related to programs and functions of assigned area.

Departmental policies, practices and procedures, including the practices of Washoe County's centralized purchasing system.

Comprehensive knowledge of markets and products for assigned purchasing areas.

Terms and acronyms commonly used in the assigned function.

Management information systems and software programs used in the assigned area.

Departmental procurement risks related to integrity, transparency, accessibility, oversight and control.

Training and presentation development and delivery.

Ability to:

Perform purchasing for assigned goods and services with minimum guidance and supervision.

Perform complex computations to identify life cycle costs and determine best value.

Apply analytical skills to identify clear, logical steps with excellent judgment to understand an issue from all angles before executing an action

Translate and manipulate data between formats to support effective communication and understanding of data relevance.

Develop and present effective training materials.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Large scale governmental purchasing methods and procedures, and the laws, rules and regulations governing governmental agencies.

Methods and procedures concerning preparation of formal bid tabulations and recommendations for award.

Complex mathematical principles

Accounting principles as they relate to procurement.

Techniques, practices, systems and procedures of a centralized purchasing system, including controlled purchasing procedures.

Product standards and specifications for a variety of products and materials.

Formal and informal bidding processes and procedures.

Industry standards for purchasing contracts.

Personal computers and a variety of Microsoft Office Suite software programs.

Ability to:

Gather, organize and analyze information and data, identify problems, project consequences of proposed actions, recommend effective solutions and take appropriate action.

Interpret and apply pertinent laws, rules, regulations and standards, including administrative and departmental policies and procedures.

Analyze and develop technical specifications.

Recognize general procurement and contracting risks.

Train, coach, departments through the procurement process

Plan and prioritize workload to meet schedules and timelines.

Write bid documents, purchasing specifications, service agreements, performance contracts, correspondence, memoranda, staff and management reports, and other documents.

Analyze needs and interpret data to make informed decisions.

Problem solve with a collaborative approach.

Perform mathematical computations to compare and analyze pricing.

Maintain confidential data and information, including purchasing records.

Communicate orally in a clear and concise manner.

Interact with vendors, suppliers, user departments, and others with tact and discretion.

Establish and maintain effective working relationships with co-workers, vendors, customers, and stakeholders.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to travel to different sites/locations. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.