

BUYER

DEFINITION

Under the direction of the Purchasing Agent, procures and purchases goods, materials, supplies and equipment in assigned commodity areas; performs the complex and technical functions of the buying process; assists in the organization and coordination of the purchasing operation; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- purchases goods, materials, supplies and equipment within specific commodity areas, utilizing predetermined specifications
- prepares bid documents from draft specification materials supplied by the various operating units and other sources
- contacts vendors and invites quotations and bids
- organizes and coordinates, or assists in organizing and coordinating the bid acceptance and opening process
- reviews requisitions and obtains vendor and manufacturer representative information relative to price, product quality, service and delivery time lines
- compares and analyzes quotations and bids, and recommends product and service awards
- prepares and maintains standard purchasing and supply lists, and warehouse stock catalogs
- assists in the planning, development, coordination and implementation of a master buying calendar
- confers and counsels with District personnel and vendors concerning quality of supplies, goods, equipment and the development and modification of purchasing specifications
- participates in the organization and coordination of the management of the District inventory control systems
- assists in the preparation of product and service contracts
- negotiates with vendors and manufacturer representatives in order to obtain an advantageous supply and purchase price
- conducts the necessary follow-up activities to finalize purchase order transactions
- establishes and maintains a variety of records in order to evaluate new and alternative commodity sources of supply
- assists in the monitoring of the work performance of the purchasing operation clerical staff, and provides technical input into the performance appraisal of the purchasing clerical staff
- assists in the budget development and expenditure control process
- prepares and verifies service contracts
- verifies contractor license, insurance, performance and payment bonds, and all required bid documents to insure all information is complete and meets all legal requirements

