

BUYER

Position Code: 2732

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 347 (\$32,620 - \$51,016)

Location: Finance

Approval Date: 2010

General Statement of Duties

Performs responsible paraprofessional work in the in the purchasing function.

Distinguishing Features of the Class

An employee in this class is responsible for preparing bid documents and specifications, obtaining price quotes, placing orders, and performing related tasks in the purchasing function. Work requires accuracy and thoroughness in the record keeping duties and tact and diplomacy in the public contact duties. Work is performed under regular supervision and is reviewed through on site instructions, adherence to established purchasing practices and state laws and regulations, observation, and review of records.

Duties and Responsibilities

Works with departmental staff in preparation of generic specifications for commodities or services needing bids; advertises bids or seeks competitive quotes; calls vendors to get prices; prepares purchase orders; coordinates purchase needs with department personnel and delivery times with vendors.

Obtains and evaluates price quotes and material quality; chooses vendors and places orders for purchases not requiring formal bids; compiles bid responses on formal bids; participates in evaluating vendor performance.

Performs data entry of purchase order information and generates/prints and distributes purchase orders.

Provides office management, reception, and general administrative support for the purchasing function.

Assists with compiling more complex bid packages; handles simple formal bids.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and local regulations regarding purchasing procedures.

Considerable knowledge of office management practices, equipment, and procedures.

Considerable knowledge of purchasing computer applications.

Ability to work effectively with Town staff.

Ability to analyze prices and material quality.

Ability to follow established policies and procedures.

Ability to maintain, record, and keep accurate records.

Ability to establish and maintain effective working relationships with vendors, suppliers, and co-workers.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and use figures, operate a computer terminal, and inspect the accuracy, neatness, and thoroughness of the completed work.

Minimum Education and Experience

Associate's degree in business administration or related field from an accredited community college and two to five years of experience in a purchasing or warehousing operation in an automated environment; or an equivalent combination of education and experience.