

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76721
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	02	Grade:	17
Workers Comp Code:	8810		

Job Code Established:	09/29/69	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Purchasing Series

JOB CODE TITLE: BUYER II

HRIS TITLE: BUYER II

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for professional purchasing work requiring extensive general knowledge of commodities and services in buying and purchasing a variety of supplies, materials, equipment, and/or services; may supervise or serve in a lead capacity over clerical, stores, or other employees, and may assist in training lower level buyers; and performs related work as required. This is the journey level in the professional series. It is distinguished from the entry professional level, which is titled Buyer I, by the broader scope of the assignment, greater variety of commodities, greater degree of delegated authority and independent decision-making, greater knowledge of a variety of materials, products and services, and extensive general knowledge of sources of supply, markets and price trends. The Buyer II, who serves in a State agency, is distinguished from the Buyer III who performs work which requires a combination of comprehensive general knowledge of purchasing procedures and marketing practices, with knowledge of contract development and with specialized knowledge of a complex commodity market.

EXAMPLES OF DUTIES: Receives and analyzes purchase requests for the purchase of a variety of commodities and services; reviews State supply agreements and vendor lists and catalogs; writes detailed specifications for those materials, supplies, equipment and services unavailable through State purchasing; works with departmental representatives and specialists to refine specifications and prepares invitations to bid; contacts vendors and obtains price quotations; conducts bid openings, analyzes bids based on quotations; determines vendors from whom purchases will be made; supervises the preparation of purchase orders; evaluates products and samples; obtains information and literature on new products and samples for testing; expedites emergency orders; administers contracts to ensure compliance with all provisions; acts to assure conformance with State purchasing laws and regulations; works with State central purchasing personnel for guidance in resolving purchasing problems; prepares reports and participates in commodity surveys; supervises clerical or other employees; may train employees or serve in a lead capacity.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: purchasing practices and procedures; approved inspection and shipping methods; a wide range of standard commodities and products, sources of supply, local markets and price trends; accounting and business law.

Skill/Ability to: prepare detailed specifications and analyze multi-factor bids; apply sound critical judgment; make arithmetic calculations rapidly and accurately using a calculator; communicate effectively; establish and maintain effective working relationships.

SPECIAL SELECTION FACTORS: Two years experience equivalent to a Buyer I; OR a Bachelor's degree from an accredited college or university with a major in purchasing and one year of the required experience.