

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76722
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	8810		

Job Code Established:	03/26/80	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Purchasing Series

JOB CODE TITLE: BUYER III

HRIS TITLE: BUYER III

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for professional purchasing work requiring developing and administering contracts and managing a major grouping of multi-agency use commodities in the State central purchasing office or serving as a commodity specialist in a specialized scientific or technical area in an agency; may manage storage, supply and related activities; and performs related work as required.

The Buyer III, is distinguished from the Buyer II by the performance on a full-time basis of difficult purchasing and contract development work requiring a high degree of specialized knowledge of a scientific or technical commodity market. The Buyer III is typically engaged in complex purchasing, independent contract development and negotiation, and purchasing in local, regional, and national product markets. The Buyer IV is distinguished from the Buyer III by management of statewide purchasing for a major group of multi-agency use commodities of a technical or scientific nature in the State Central Purchasing Office. In addition, the Buyer IV may function as a supervisor or project leader.

In the State Central Purchasing Office, the Buyer III is responsible for the statewide management of a major grouping of multi-agency use commodities; for serving as a consultant to State agencies, school districts, and other governmental jurisdictions in his area of specialization, and for administering contracts to ensure conformance with State Purchasing laws and regulations.

In a State agency, the Buyer III is responsible primarily for the purchase of specialized scientific or technical items. These are purchases which are not provided for in State supply agreements and purchases which require spending a substantial portion of time using the sealed competitive bid process, formulating complex bids and contracts, conducting public bid openings and performing complicated bid analysis and evaluation work. The Buyer III may manage a purchasing and procurement program for a small agency; may be responsible for storage, supply and related activities.

EXAMPLES OF DUTIES: Receives and analyzes purchase requests for the purchase of scientific or technical commodities and services for multi-agency use; reviews State supply agreements and vendor lists and catalogs; writes complex specifications for those supplies, materials, equipment, and services unavailable through State Purchasing; develops technical and performance specifications; works with departmental representatives and specialists to refine specifications; develops special provisions; composes invitations to bid; contacts vendors; conducts pre-bid conferences; conducts bid openings; writes complex multi-factor bid analyses and evaluations; determines vendors for formal bids and makes recommendations for award on sealed competitive

bids; supervises the preparation of purchase orders; evaluates products and samples; administers contracts to ensure compliance with all provisions; acts to assure conformance with State. Purchasing laws and regulations; purchases from local, regional and national commodity supplies; locates and establishes manufacturing or supplier sources of commodities and services related to a scientific or technical specialization; prepare reports; may plan and participate in commodity surveys and analyzes results; supervises clerical or other employees; may train and supervise employees or serve in a lead capacity.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: purchasing practices and procedures; marketing practices; business procedures, accounting, business law, and mathematics; of a wide variety of standard commodities and products, sources of supply, local and national markets, and price trends; of the materials, products, and the commodity market in the particular area of specialization.

Skill/Ability to: prepare and analyze technical specifications and bids; apply sound critical judgment; prepare and analyze comprehensive reports; communicate effectively; establish and maintain effective working relationships.