

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76723
Job Class Code:	670	Salary Schedule:	ASRRBUYER
EEO Category:	02	Grade:	21
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 IV

HRIS TITLE: BUYER IV

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for professional purchasing work managing a major grouping of multi-agency use commodities of a technical or scientific nature in the State Central Purchasing Office; conducts administrative compliance reviews; may serve as a supervisor of professional buyers and/or as a project leader; and performs related work as required.

The Buyer IV is distinguished from the Buyer III by responsibility for professional purchasing work in the State Central Purchasing Office, for managing statewide purchasing for a major grouping of multi-agency use commodities of a technical or scientific nature and for conducting administrative compliance reviews. This requires negotiating comprehensive contracts to buy commodities and to purchase services for a variety of governmental organizations with diverse functions. The Buyer IV serves as a consultant in an area of specialization to State agencies, school districts, institutions and other governmental jurisdictions. Decisions represent a higher level of authority and have broader impact than those of the Buyer III in a State agency assignment, who purchases for one agency only and does a considerable amount of buying from informal bids and quotations rather than through the sealed competitive bid process, and from the Buyer III in Central Purchasing by the scientific or technical nature of this area of specialization. In addition, the Buyer IV may supervise lower level staff or act as project leader.

EXAMPLES OF DUTIES: Conducts surveys of statewide services and commodity usage and analyzes results; reviews and analyzes purchase requests and needs on a statewide basis; compiles and analyzes statistical data to determine feasibility of buying products and to establish price objectives for contract transactions; determines commodity groups for which multi-agency supply agreements will be established and determines the terms and conditions of these agreements; serves as a specialist and develops complex technical specifications in assigned areas of commodity specialization; prepares invitations to bid for Arizona term contracts; conducts public bid openings; analyzes and awards contracts; confers with vendors; manages Arizona term contract administration in assigned areas of specialization; serves as a consultant to State agencies, school districts, and other governmental jurisdictions; serves as a resource regarding vendor and product selection and market analysis in assigned areas of commodity specialization; conducts value analysis and research; compiles and analyzes information to keep informed on new products and price trends; develops plans and procedures for commodity testing and evaluation; serves as chairperson of statewide product evaluation committees; develops and coordinates the management of records of State Purchasing activities; may supervise the work of professional purchasing personnel or serve as a project leader; may audit State agency purchasing programs to assure conformance with State Purchasing laws and regulations.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of : the principles and practices of centralized purchasing; marketing practices; the materials, products and commodity markets in assigned areas of specialization; business procedures, accounting, business law, and mathematics.

Skill/Ability to: prepare and analyze complex technical specifications and bids; apply sound critical judgment in complex situations; develop and implement procedures; prepare and analyze comprehensive reports; establish and maintain effective working relationships; coordinate and supervise.