



BUYER

Department: Finance
Job Class #: 063700
Pay Range: General 20

FLSA: Non-exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is administrative and technical work procuring materials, equipment, construction and services for Pierce County. An employee in this classification works independently but follows established purchasing guidelines, procedures, and State and local laws and ordinances. Work assignments are reviewed in progress or at completion by an administrative supervisor.

ESSENTIAL FUNCTIONS

Receives and verifies requisitions and processes the resulting purchase orders for various materials, equipment, construction and services; prepares and processes informal solicitations and bids, Request for Proposals, Request for Quotations and assures accuracy and completion of forms.

Develops and edits specifications for materials, equipment, construction and services, determines due dates for bids, and mails out bid packets to vendors. Receives and opens sealed bids from vendors, summaries bid submittals and provides bids' summary information to County departments for awards' determination.

Prepares informal construction contract packages, sends to vendor with instructions, assists in obtaining certificates of insurance, acts as liaison between Department of Labor and Industries, vendor and departments, monitors process and payments, and advises and assists vendors and departments to ensure appropriate process and paperwork are adhered to.

Researches technical aspects of goods, services and construction; consults with industry specialists to secure information regarding new products, improvements and cost cutting alternatives.

Applies understanding of pertinent sections of the Revised Code of Washington, County ordinances, procedures, departmental policy and procedures; interprets these to user departments and vendors.

Consults with requesting department and vendors and researches previous purchases to specify needs. Advises vendors and departments on appropriate governmental procurement paperwork and process. Maintains list of vendors according to products and services available.

Seeks legal opinions from the Prosecutor's Office on bidding, contractual, and liability questions. Ensures review of bids for contract compliance.

Assists with receipts and disbursement of funds resulting from surplus auctions.

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Develops and maintains a variety of files and records of bids, products, purchases, vendors and related information.

Provides training to County personnel in regards to procurement procedures and guidelines.

OTHER FUNCTIONS

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of procedures, methods and techniques of procurement and governmental purchasing.

Knowledge of sources of supply, market conditions, price trends, and scheduling.

Knowledge of pertinent federal, state, and local laws, codes and ordinances.

Knowledge of office practices and equipment.

Ability to evaluate bids and recommend efficient course of action.

Ability to establish and maintain effective working relationships with co-workers, other County employees, vendors and the general public.

Ability to keep accurate records and prepare required reports.

Ability to operate personal computers, calculators and other office equipment.

Ability to communicate clearly and concisely orally and in writing.

Ability to work independently under pressure and meet strict deadlines.

Ability to physically perform the essential job functions.

Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS

Three years of increasingly responsible experience in purchasing or a closely related field with at least one year of government purchasing experience. Graduation from a four-year college or university with course work in business administration, purchasing or related field is highly desired. Additional education or experience may substitute for the recruiting requirements.