

PURCHASER II

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately complex nature involving the responsibility of sourcing, negotiating and procuring goods and services. The work is carried out in accordance with established laws, policies, and procedures. The position differs from the Purchaser I in the increased level of responsibility and the handling of more complex assignments. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to lower-level purchasing staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts market research to identify potential suppliers, manufacturers and vendors for procurement goods and services, and determines sourcing, contract terms and conditions;
Evaluates and compares supplier proposals, negotiates prices, terms, conditions, procurement options and determines methods of payment;
Collaborates with department heads and staff to understand their procurement needs and to ensure timely delivery of materials and provide guidance on sourcing strategies;
Ensures compliance with sustainable procurement initiatives and implements sustainable procurement practices;
Implements and maintains procurement systems and processes to streamline operations and ensure compliance;
Develops and revises more complicated specifications for supplies and equipment;
Oversees end-to-end solicitation management, ensuring thoroughness and accuracy of contracts;
Oversees the contract management process, including post-award activities, performance monitoring, issue resolution, contract modifications, supplier compliance, dispute management, renewals, terminations and closure;
Prepares for and schedules public bidding;
Analyzes bids and prepares recommendations for procurement;
Participates in supplier selection and ensures adherence to quality standards and regulatory requirements;
Monitors market trends and industry developments to identify potential cost savings opportunities;
Maintains a thorough understanding of relevant laws, regulations, and industry standards related to procurement activities and ensures compliance with such laws and regulations;
Creates and maintains procedure manuals and conducts training sessions to ensure staff proficiency;
Maintains files and accurate records of purchases, pricing and inventory levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of purchasing and matters related to the purchasing, sourcing and contract management process, particularly in regard to governmental purchasing; thorough knowledge of office practices and inventory control practices; ability to prepare, understand and interpret written material; ability to evaluate bids and proposals; ability to compare prices and quantities and consider vendor contract terms; ability to evaluate market conditions and forecasting; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and five (5) years of experience purchasing or procurement of a variety of materials, supplies or equipment**.

**Experience must include hands-on experience in formal and informal bidding in diverse purchasing fields. Experience limited to requisitioning or ordering from a salesperson will not be considered qualifying. In addition, clerical experience in processing or preparing purchase orders is not qualifying experience.

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for year basis.

PROMOTION: Two (2) years of permanent status as a Purchaser I.