



## CLASS SPECIFICATION

Class Code: 0413  
Date Est: 7/73  
Last Rev: 3/2001  
Last Title Chg:  
FLSA: Exempt

### SENIOR BUYER

#### **DEFINITION**

Under direction, performs complex professional purchasing and contract development functions in conjunction with the acquisition of standardized or specialized materials, supplies, services and equipment; analyzes and develops technical specifications; supervises professional and technical buying staff; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in business administration or a closely related field, plus four years of professional experience in a centralized purchasing organization including large scale buying, specification writing, contract development and administration; OR an equivalent combination of related education and experience.

#### **LICENSE OR CERTIFICATE**

Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) preferred.

#### **DISTINGUISHING CHARACTERISTICS**

A working supervisor, incumbents of this class provide supervision, training and performance evaluations to assigned staff. Incumbents perform complex buying and contract development assignments. This class is distinguished from Buyer by the addition of supervisory responsibility.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and technical staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned professional and technical staff which includes: select staff; provide training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary.

Administer formal and informal bid processes for a variety of projects (including construction and public works) by preparing bid documents with terms, conditions and specifications for products or services; advertising for bids or proposals; opening submitted bids in a public forum; evaluating proposals submitted by vendors and making recommendations for award to the Purchasing and Contracts Administrator or the County Commission.

Prepare and review unique or complex specifications, terms and conditions for a variety of goods and services including heavy equipment, construction, fire equipment and professional services.

Review bids, contracts and recommendations developed by buying and technical staff to confirm the accuracy and plausibility of the terms, conditions and specifications.

Provide administrative support to the Purchasing and Contract Administrator by answering correspondence; composing letters, memoranda and reports pertaining to policies and operations; representing management/department at meetings with other divisions, departments, outside agencies and others, as necessary.

Prepare complex contracts, developing terms, conditions, and specifications which comply with guidelines from Risk Management and legal counsel; review contents with the Purchasing and Contracts Administrator, other County management staff and concerned parties.

Negotiate complex and technical contracts.

Prepare the departmental budget for review and approval by the Purchasing and Contract Administrator including recommend expenditures for staffing, equipment and services; monitor approved budget accounts and control expenditures to ensure financial integrity.

Perform research on new products and materials and arrange for demonstrations to maintain awareness of current commodity markets and new products.

Ensure that assigned staff perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Organizational structure of Washoe County related to programs and functions of assigned area.

Departmental policies, practices and procedures, including purchasing policies, methods and procedures associated with Washoe County's centralized purchasing system.

Laws, rules, regulations, and standards applicable to the development and administration of contracts and the bidding process.

Comprehensive knowledge of markets, products, and services.

Countywide personnel policies, such as affirmative action, sexual harassment, EEO, and discrimination.

Terms and acronyms commonly used in the assigned function.

Management information systems and software used in the assigned area.

#### **Ability to:**

Select, supervise, and evaluate the performance of assigned staff.

Understand the organization and operation of the County and of outside entities as necessary to assume assigned responsibilities.

Develop and monitor the annual departmental budget.

Recognize work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

#### **Knowledge of:**

Techniques, practices, systems, and procedures of a centralized purchasing system, including contract development and controlled purchasing procedures.

Legal standards applicable to the development and administration of contracts.

Practices used in inventory management, billing and record keeping.

Standards used in setting industry pricing and discount practices.

Formal and informal bidding processes and procedures.

Principles of general management, supervision, and training.

Accounts maintenance and budget development methods and techniques.

Market conditions, current business developments, and economic trends.

Personal computers and a variety of word processing and spreadsheet software.

**Ability to:**

Gather, organize and analyze information and data; identify problems; project consequences of proposed actions; recommend effective solutions and take appropriate action.

Interpret and apply pertinent laws, rules, regulations and standards, including administrative and departmental policies and procedures.

Develop and negotiate terms, conditions and specifications for a variety of performance contracts and service agreements.

Plan and organize work to meet schedules and timelines.

Write bid documents, purchasing specifications, service agreements, performance contracts, correspondence, memoranda, reports and other documents.

Maintain confidential data and information, including purchasing records.

Communicate orally in a clear, concise manner.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved WERCCS Job Evaluation Committee

Date March, 2001