

## BUYER I

DESCRIPTION: This is professional work in the area of purchasing. This is the first level in the Buyer series. This classification differs from the Buyer II classification, in that the level of technical expertise and supervisory responsibility are lower. The incumbent is developing a technical expertise in a set of commodities purchased by the State. The incumbent may supervise a small clerical staff. Can function at the division, agency or State Materiel Administrator's level. Operates in accordance with the statutes and regulations of the State Materiel Administrator; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Receives requisitions and prepares purchase orders.

Assists in the preparation and negotiation of contracts.

Prepares specifications for bidding.

Prepares requisitions or evaluates requisitions for completeness and appropriateness.

Contacts vendors and sales representatives for product information.

Reviews vendor quotations to determine conformance with specifications.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic accounting; good purchasing practices; marketing.

Ability to: analyze and evaluate purchase requisitions.

Skill in: operating adding machines or calculators; good communication and human relations.

JOB PREPARATION GUIDELINES: (Entry knowledges, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities, and skills. A general qualification guideline for positions in this class is a Bachelor's degree in business administration or a purchasing related field plus one year of experience in purchasing or related work experience.