

## BUYER II

DESCRIPTION: This is professional work in the area of purchasing. This classification differs from the Buyer I classification, in that it requires a higher level of technical expertise and/or supervisory ability. At this level the incumbent is a fully functioning buyer and an expert in purchasing a particular set of commodities. The employee functions at the division, agency or State Materiel Administrator's level. The incumbent may supervise and train a small staff of subordinate buyers. Operates in accordance with 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.

Prepares requisitions or evaluates requisitions for completeness and appropriateness.

Prepares specifications for bidding.

Contacts vendors and sales representatives for product information.

Review vendor quotations to determine conformance to specifications.

Trains subordinate buyers.

Negotiates and prepares contracts and awards bids.

May supervise a small staff of subordinate buyers.

Performs related work as required.

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; specialized area of purchasing.

Ability to: organize, supervise and evaluate the work of subordinate employees; analyze and evaluate purchase requisitions.

Skill in: operation of an adding machine or calculator; communications and human relations.

BUYER II (continued)

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 three years experience in purchasing or related work experience.