

### BUYER III

DESCRIPTION: This is professional work in the area of purchasing. This classification differs from the Buyer II level, in that the incumbent can manage the purchase of highly technical, scientific or large volume and high cost items. The incumbent functions at the division, agency or State Materiel Administrator's level. At this level the incumbent may supervise and train a 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.)

May be responsible for the purchase of highly technical, scientific or large volume and high cost items.

Receives requisitions and prepares purchase orders.

Contacts vendors and sales representatives for product information.

Negotiates and prepares contracts and awards bids.

Prepares specifications for bidding.

Reviews vendor quotations to determine conformance to specifications.

Prepares requisitions or evaluates requisitions for completeness or appropriateness.

Trains subordinate buyers.

May supervise staff of subordinate buyers.

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; manage the purchase of highly technical, scientific or large volume and high cost items.

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

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JOB PREPARATION GUIDELINES: (Entry knowledge, 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 five years experience in purchasing or related work experience.