
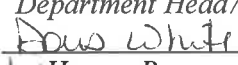


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: <u>Buyer</u>		PAY GRADE: <u>B23</u>
DEPARTMENT: <u>Purchasing</u>	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: <u>Purchasing Manager</u>	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: <u>N/A</u>	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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APPROVED: <u></u>	<u>10-31-2013</u>	
<i>Department Head/Elected Official</i>	<i>Date</i>	
<u></u>	<u>10-31-13</u>	
<i>Human Resources Director</i>	<i>Date</i>	

I. PURPOSE SUMMARY. Under the direct supervision of the Purchasing Manager, performs a variety of technical, mechanical, and clerical tasks to procure and process the procurement of supplies, services, and equipment for the county. Performs a broad array of duties related to purchasing and fixed assets.

II. ESSENTIAL DUTIES. Follows established state and federal statutes, policies, procedures, and guidelines in the performance of purchasing and procurement duties. Prepares and/or reviews purchase requisitions, contracts, direct purchase orders, and other procurement documents for compliance with all applicable federal, state and local laws and regulations. Ensures accuracy in quotation of prices, computation of discounts and applicable taxes. Assists users to ensure commodity specifications are not restrictive. Determines the most appropriate method of purchasing to comply with local, state, and federal laws, regulations, rules, policies and procedures. Tracks and assists departments on purchases with vendors to ensure timely delivery of items ordered. May assist in establishing purchasing priorities in accordance with budgetary limitations and projected requirements. Advises users and/or county personnel of available contracts, possible sources, and prices for contemplated purchases. May approve and/or disapprove purchasing requests based on justification submitted. Coordinates with county personnel to expedite requisitions and obtain additional information. May assist in developing internal procedures for purchasing and procurement of fixed assets. Participates in training county personnel in purchasing procedures. Assists the Purchasing Manager in resolving disputes or problems that may arise with departments, outside agencies, and vendors. May assume specific responsibilities of the Purchasing Manager in his/her absence. Responsible for knowing and abiding by all department procedures, and county policies.

III. ADDITIONAL DUTIES. Performs other job-related duties as required.

IV. QUALIFICATIONS.

A. Education. Bachelor's degree in Business Administration or related field.

B. Education/experience substitution. None.

C. Experience. Five (5) years experience in auditing, budgeting, organizational analysis, revenue generation, grant coordination/proposal writing or related field.

D. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must submit to a background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

MUST HAVE KNOWLEDGE OF: Applicable laws and regulations governing procurement; Procurement strategies and techniques; methods to analyze commodity requirements, interpret market prices and trends; financial record keeping and reporting; Business English, spelling, grammar, punctuation and basic arithmetic; general office and computer operation and procedures.

MUST HAVE SKILL IN: Computer operation and the appropriate software to include word processing, database processing, and spreadsheets; communicate effectively, in oral or written form; establish and maintain effective and cooperative working relationships with others.

2. FREEDOM TO ACT. The supervisor sets the overall objectives and resources. The position is responsible for planning and carrying out assignments, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.

3. GUIDELINES AND JUDGMENT. Policies and precedents are available and stated in general terms. Guidelines for performing the work are scarce or of limited use. The position employs initiative and resourcefulness in deviating from traditional methods, or researching trends and patterns to develop new methods, criteria or proposed new policies.

4. PHYSICAL DEMANDS. The employee must be able to communicate effectively. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds.

5. WORK ENVIRONMENT. Essential duties are performed indoors the majority of the time under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor. Some field work may be required.

6. SUPERVISORY RESPONSIBILITY. Work is performed under general supervision of the Purchasing Manager.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*