

## **PURCHASER I\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work of a moderately complex nature involving the responsibility for sourcing and procuring goods and services. The work is carried out in accordance with established laws, policies, and procedures. The position differs from the Assistant Purchaser in the increase level of responsibility and their handling of more complex assignments. The work is performed under the general supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Identifies potential suppliers, manufacturers and vendors for procurement goods and services and determines sourcing and contract terms and conditions;  
Evaluates and compares supplier proposals, negotiates prices, terms, conditions, procurement options and determines methods of payment;  
Ensures compliance with sustainable procurement initiatives;  
Oversees end-to-end solicitation management, ensuring thoroughness and accuracy of contracts;  
Oversees the contract management process, including post-award activities, performance monitoring, issue resolution, contract modifications, supplier compliance, dispute management, renewals, terminations, and closure;  
Develops and revises standard lists and specifications for supplies and equipment with operating staff;  
Reviews requisitions and purchase orders;  
Collaborates with department heads and staff to understand their procurement needs and to ensure timely delivery of materials and provides guidance on sourcing strategies;  
Monitors market trends and industry developments to identify potential cost savings opportunities;  
Maintains a thorough understanding of relevant laws, regulations, and industry standards related to procurement activities and ensures compliance with such laws and regulations;  
Analyzes bids and prepares recommendations for contract awards;  
Maintains files and accurate records of purchases, pricing and inventory levels.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of purchasing and matters related to the purchasing, sourcing and contract management process, particularly in regard to governmental purchasing; good knowledge of office practices and inventory control practices; ability to prepare, understand and interpret written material; ability to evaluate bids and proposals; ability to compare prices and quantities and consider vendor contract terms; ability to evaluate market conditions and forecasting; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and three (3) years of experience purchasing or procurement of a variety of materials, supplies or equipment\*\*.

\*This reflects a retitling of Purchaser.

\*\*Experience must include hands-on experience in formal and informal bidding in diverse purchasing fields. Experience limited to requisitioning or ordering from a salesperson will not be considered qualifying. In addition, clerical experience in processing or preparing purchase orders is not qualifying experience.

(over)

**NOTE:** Additional years of the required experience may be substituted for the college degree on a year-for year basis.

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Competitive