

# **BUYER**

## **JOB PURPOSE AND SUMMARY**

Under general supervision from the Purchasing Manager, to perform professional and technical level procurement and property management work involving property inventory, lease coordination, project management and space planning activities.

## **CLASSIFICATION DISTINCTIONS**

Incumbents receive occasional supervision and meet assigned objectives using a wide range of procedures. Incumbents are expected to solve non-routine problems, referring only unusual matters to the Purchasing Manager. The work requires independent judgment in interpreting and applying local, state and federal statutes. Incumbents may be assigned supervisory responsibility over other buyer staff, support staff, and department employees; and assumes the duties of the Purchasing Manager in his/her absence.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include, but are not limited to the following:

- Plan, schedule, and coordinate moves and space reconfigurations.
- Oversee projects in consultation with customers, vendors, and legal personnel. Monitor and approve contractor work and invoicing for effective cost control.
- Coordinate the space allocation and move process to ensure that space planning aligns with County objectives; conduct space planning analysis; make recommendations on long and short term space needs
- Create move plans and provide direction to contractors, architects, movers, installers and other vendors.
- Maintain an inventory for all county-owned property and facilities.
- Coordinate leasing process; locate space and negotiate lease terms; act as liaison between County and property owner on lease terms and maintenance issues; ensure leases meet the County's needs.
- Research and collect data; develop a variety of reports; maintain records and legal documents.

## Clark County, Washington

- Assist departments in determining needs/requirements; research alternatives; make recommendations.
- Determine furnishing standards including furnishing types and finishes; coordinate the maintenance and repair of County furnishings; maintain furniture inventory and incorporate inventory into new installs.
- Maintain knowledge of current and emerging trends in technologies, techniques and approaches in space planning and allocation; remain apprised of current regulations.
- Make recommendations for project budgets and schedules; maintain project documentation.
- Prepare bid specifications; review contracts for professional services, supplies and maintenance.
- Purchase supplies, services and equipment; review and process requisitions; prepare and obtain quotations; prepare and issue purchase orders.
- Maintain contracts and negotiate with vendors; evaluate vendor performance.
- Conduct ongoing industry research in a wide variety of commodities and maintain knowledge of market conditions to maximize purchasing efficiency and economy.
- Process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate.
- Coordinate activities with other County departments and outside agencies; consult with departmental representatives relative to purchasing needs, procedures, complaints and special problems.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in purchasing, public or business administration, or a related field.
- Minimum two years of responsible procurement, property management, and project management experience.

## Clark County, Washington

- Valid driver's license.
- Public Purchasing Buyer Certification (CPPB) desirable.
- Auto CAD experience preferred.

**Knowledge of:** procedures, methods and techniques of procurement; bid and contract preparation; modern governmental purchasing and material management procedures; county materials and equipment and sources of supply; commodity markets, marketing practices and commodity pricing methods; types of supplies, materials and equipment commonly used by local government agencies; pertinent Federal, State, and local laws, codes and regulations; infrastructure and operational needs of a corporate environment; interior systems, finishes, furniture and ergonomic trends; analytical and financial skills; lease and contract negotiation techniques; English usage, spelling, grammar and punctuation.

**Ability to:** analyze and interpret procurement data and specifications; analyze commodity requirements, interpret market prices and trends, and apply interpretations to procurement problems; conduct negotiations on behalf of the County; prepare and present clear and concise reports to diverse groups; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including department managers, vendors, contractors, County officials and the general public; read and understand floor plans, schematics and blueprints; safely move around sites under different phases of construction; understand operating and capital budgets; maintain regular and dependable attendance; maintain a professional appearance.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed in an office environment and in the field. Field work may include maneuvering through supplies and debris and climbing stairs if building elevators are inaccessible and/or inoperable during construction and installation. Office work involves considerable use of office equipment, requiring repetitive tasks and body motions. Flexible work hours with some evening or weekend work may be required. Must be able read, write, speak, and hear to accomplish work duties.

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