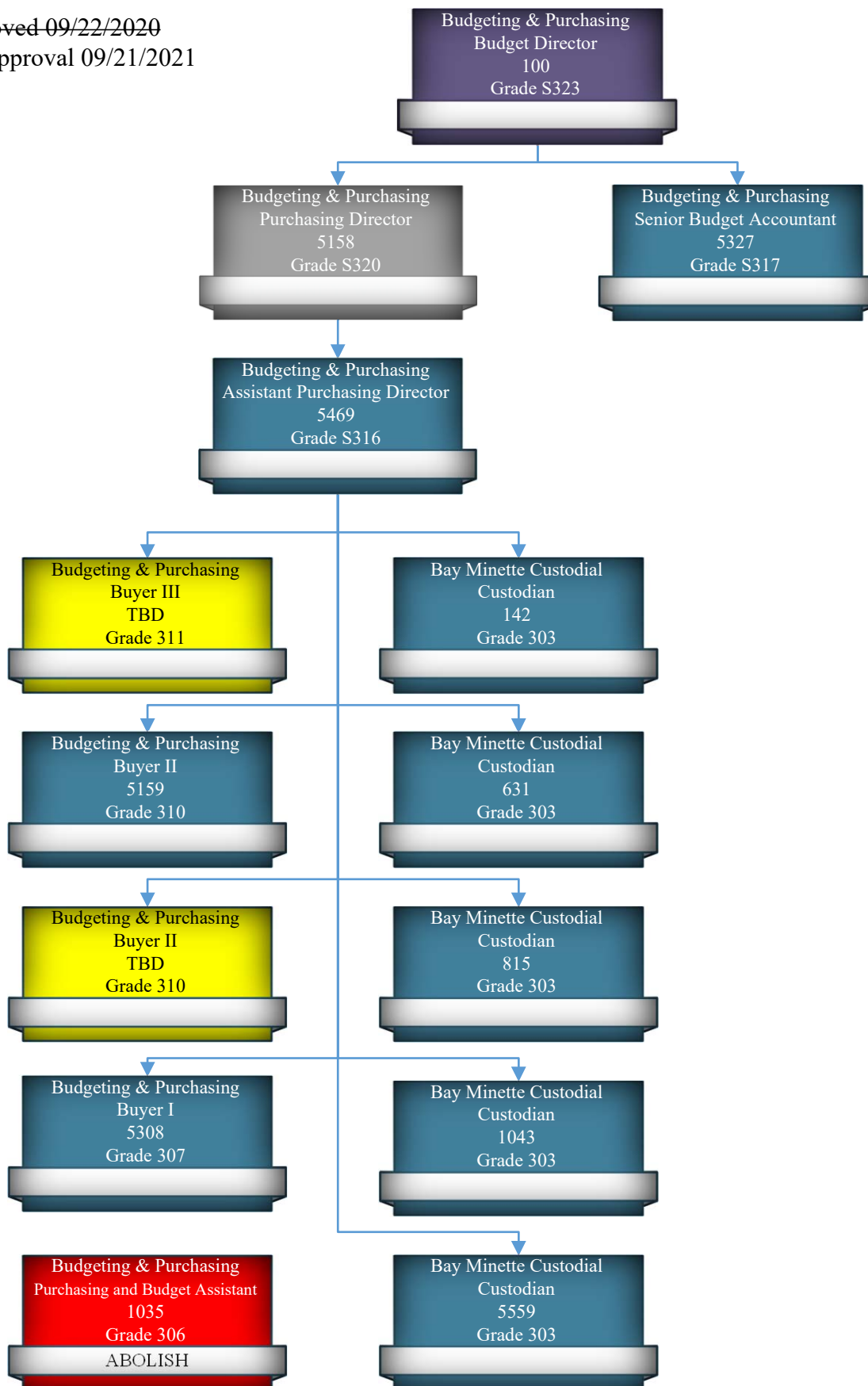


Approved 09/22/2020
For Approval 09/21/2021



POSITION DESCRIPTION

Title: Buyer I

Department: Budgeting and Purchasing

Job Analysis: Feb 2015, Nov2015, Feb 2017, Sept 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Purchasing Director

Subordinate Staff: None

Internal Contacts: Clerk Treasurer, Department Heads and their staff who prepare requisitions

External Contacts: Vendors, General Public

Status: Classified/Non-Exempt (307)

Job Summary

Progressively responsible work in the large scale purchase and receipt of a wide range of materials, supplies, and equipment. Daily acceptance and filing of requisitions, purchase orders, tickets/receipts, invoices and other purchasing related information.

Job Domain

1. Keys in the receipt of all items received in order to ensure timely payment to vendors.
2. Maintains the paper and electronic purchasing files.
3. Reviews and approves requisitions.
4. Reviews reports, tables, vouchers, statements, invoices, and records for accuracy.
5. Establishes and maintains effective relationships with elected officials, appointed personnel, department heads, employees, and suppliers.
6. Ensures compliance with State of Alabama Competitive Bid Law as well as County bid and grant procedures.
7. Provides general assistance to departments and vendors with their purchasing related questions and problems.
8. Receives and reviews requisitions for materials, supplies, and equipment.
9. Confers with requisitioners, manufacturers, suppliers and other users as necessary to determine specifications and price.

10. Analyzes quotations, examines quality of sample merchandise, reviews schedules and time procurements accordingly.
11. Keys in purchase orders, quotations, correspondence and miscellaneous purchasing forms as necessary.
12. Compiles statistics for reports relating to procurement activities and transactions.

Knowledge, Skills, and Abilities

1. Ability to perform computer functions effectively.
2. Ability to communicate effectively with coworkers and vendors.
3. Math skills to perform basic mathematical operations.
4. Skills to neatly and clearly complete records, reports, letters, etc.
5. Reading skills to understand various documents.
6. Ability to set up and maintain an effective and efficient filing system with the ability to accurately file in alphabetical and numerical order.
7. Knowledge of general office procedures and equipment.
8. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral with a supervisor.

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Willing to travel to attend training or to other County functions required by supervisor.

Minimum Qualifications

1. High school diploma or G.E.D.
2. Associate's degree desirable.
3. Two (2) years purchasing experience preferred.
4. Experience with computerized accounting systems preferred.

POSITION DESCRIPTION

Title: Buyer II

Department: Budgeting and Purchasing

Job Analysis: Sept 2013, Nov 2015, Feb 2017, **Sept 2021**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Purchasing Director

Subordinate Staff: None

Internal Contacts: Clerk Treasurer, Department Heads and their staff who prepares requisitions

External Contacts: Vendors, General Public

Status: Classified/Non-Exempt (310)

Job Summary

Progressively responsible work in the large scale purchase and receipt of a wide range of materials, supplies, and equipment.

Job Domain

1. Receives and reviews requisitions for materials, supplies, and equipment.
2. Confers with requisitioners, manufacturers, suppliers and other users as necessary to determine specifications and price.
3. Reviews and approves requisitions.
4. Analyzes quotations, examines quality of sample merchandise, reviews schedules and time procurements accordingly.
5. Types purchase orders, quotations, correspondence and miscellaneous purchasing forms.
6. Reviews reports, tables, vouchers, statements, invoices, and records for accuracy.
7. Compiles statistics for reports relating to procurement activities and transactions.
8. Maintains purchasing and brochure files.
9. Keys in the receipt of all items received in order to ensure timely payment to vendors.
10. Establishes and maintains effective relationships with elected officials, appointed personnel, department heads, employees, and suppliers.
11. Ensures compliance with State of Alabama Competitive Bid Law.

12. Providing general assistance to departments and vendors with their purchasing related questions and problems.

Knowledge, Skills and Abilities

1. Ability to perform computer functions effectively.
2. Ability to communicate effectively with coworkers and vendors.
3. Math skills to perform basic mathematical operations.
13. Skills to neatly and clearly complete records, reports, letters. etc.
14. Reading skills to understand various documents.
15. Ability to set up and maintain an effective and efficient filing system.
16. Knowledge of general office procedures.
17. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral with a supervisor.

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Willing to travel to attend training or to other County Functions required by supervisor.

Minimum Requirements

1. High school diploma or G.E.D.
2. Associate's degree desirable.
3. Two (2) years purchasing experience preferred.
4. Experience with computerized accounting systems preferred.

POSITION DESCRIPTION

Title: Buyer III

Department: Budgeting and Purchasing

Job Analysis: September 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Purchasing Director

Subordinate Staff: None

Internal Contacts: Clerk Treasurer, Department Heads and their staff who prepares requisitions

External Contacts: Vendors, General Public

Status: Classified/Non-Exempt (311)

Job Summary

Progressively responsible work in the large scale purchasing of a wide variety of supplies, materials and equipment. Work includes oversight of the work of subordinate buyers, assisting them in improving their methods and procedures. Work is performed with considerable independence within established policies, procedures, and purchasing regulations, and is reviewed by superiors.

Job Domain

1. Reviews and approves requisitions; solicits both verbal and written quotations; and prepares and processes purchase orders.
2. Reviews and makes necessary corrections to requisitions that were processed and purchase orders that were issued by subordinate staff.
3. Conducts research on and evaluates existing and potential suppliers.
4. Works with departments and suppliers to resolve any issues or discrepancies relating to price, quality, delivery, or invoices.
5. Generates, evaluates, and presents vendor transaction reports to upper management on a regular basis in order to ensure compliance with State of Alabama Competitive Bid Law.
6. Confers with requisitioners, manufacturers, suppliers, and other users as necessary to determine specifications and price.

7. Analyzes quotations, examines quality of sample merchandise, reviews schedules and time procurements accordingly.
8. Types purchase orders, quotations, correspondence, and miscellaneous purchasing forms as necessary.
9. Reviews reports, tables, vouchers, statements, invoices, and records for accuracy.
10. Compiles statistics for reports relating to procurement activities and transactions.
11. Maintains purchasing and brochure files.
12. Keys in the receipt of all items received in order to ensure timely payment to vendors.
13. Establishes and maintains effective relationships with elected officials, appointed personnel, department heads, employees, and suppliers.
14. Ensures compliance with State of Alabama Competitive Bid Law.
15. Provides general assistance to departments and vendors with their purchasing related questions and problems.
16. Provides general assistance to departments and vendors with their purchasing related questions and problems.

Knowledge, Skills, and Abilities

1. Ability to perform computer functions effectively.
2. Adapt to system/technology changes as well as use of current systems.
3. Ability to communicate effectively with coworkers and vendors.
4. Math skills to perform basic mathematical operations.
1. Skills to neatly and clearly complete records, reports, letters, etc.
2. Reading skills to understand various documents.
3. Ability to set up and maintain an effective and efficient filing system.
4. Knowledge of general office procedures.
5. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral with a supervisor.
6. Strong time management and organizing skills.

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Willing to travel to attend training or to other County Functions required by supervisor.

Minimum Requirements

1. High school diploma or G.E.D.
2. Associate's degree desirable.
3. Four (4) years purchasing experience preferred.
4. Experience with computerized accounting systems.