

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 14, 2013
REVISED: DECEMBER 4, 2013
CLOSING DATE: DECEMBER 18, 2013

DEPARTMENT: Finance

POSITION: Buyer

LOCATION: Globe

JOB CODE: 13-114

ANNUAL SALARY: \$27,664.00-\$41,080.00 DOE

NATURE OF WORK

Work includes reviewing purchase requests, talking to vendors and department officials, examining price, suitability, and availability of items or services. Comparing specifications and review alternatives to requests to value analysis or other objectives. Work is performed independently under the general supervision of the Finance Director.

DUTIES AND RESPONSIBILITIES:

- Conducts research, evaluates findings, and makes independent decisions on procurement matters.
- Interprets and evaluates contract provisions.
- Obtains oral and written price quotes from vendors.
- Compares quotes with the specifications and availability of items and places orders.
- Reviews orders for completeness, accuracy and compliance with existing policies and procedures.
- Prepares purchase orders through a computerized system and places orders for the purchase of goods and services.
- Interviews vendors and evaluates their products and capabilities as a supplier.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Assists administering the bidding process, preparing bid specifications, evaluation and recommendation of vendors for the purpose of securing items or services in compliance with County or State regulations.
- Maintains active bidders/vendor files for the purpose of providing departments up-to-date reference and audit compliance.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D with a minimum of 2 years administrative or financial support. Research and analysis, ability to use spreadsheets, record keeping and ability to work in a team environment. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Fundamental principles and techniques used in purchasing; applicable state and Federal statutes, rules, codes and regulations; automated purchasing systems; purchasing documentation and reporting; principles of record keeping and records management; principles and practices of a centralized purchasing system; assigned commodities and services including sources of supply, commodity markets, price trends, grades and qualities; common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services; general office practices, procedures and equipment; customer service standards and protocol; County policies and procedures.

Ability to: Update purchasing information records; perform accurate data entry and mathematical calculations; read, interpret and apply policies, procedures and instructions; ensure compliance with purchasing regulations, standards and policies; maintain purchasing documentation and records; maintain confidentiality of sensitive information and data; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Skills in: Maintaining accurate and interrelated purchasing records, and identifying and reconciling errors; effective verbal and written communication; establishing and maintaining effective working relations with co-workers; multi-tasking a variety of projects and managing priorities and tasks to meet schedules and timelines.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.