



POSITION DESCRIPTION

JOB TITLE: Buyer II Job Class: 2410		
DATE	DEPARTMENT OR SCHOOL	DIVISION Purchasing
BARGAINING UNIT: Local 1616		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:

ESSENTIAL FUNCTIONS:

1. Must be able to work with relative independence to conduct studies
2. Analyze and evaluate data, and make recommendations and decisions on complicated or high-profile projects
3. Preparation and presentation of written or oral reports
4. Preparation of new bids and performance of arithmetic calculations such as calculating interest, discounts, and shipping charges and use common units of measure
5. Negotiating within established parameters
6. Maintaining an effective liaison with vendors, management staff, and co-workers
7. Actively Supports the MPS Strategic Plan.
8. Performs other duties as assigned.

SUPERVISION EXERCISED:

Candidates should have the ability to assign, direct and maintain the day-to-day activities/workflow of the Secretary I or II assigned to the role.

JOB REQUIREMENTS:

Education and Experience Requirements

A bachelor's degree in business or a related field; OR an Associate's degree and two years of experience in quantity buying of supplies and equipment for a public agency or large private concern; OR a combination of training, education, and experience that provides the required knowledge and abilities.

Knowledge Skills & Abilities

An understanding of standard business English; principles and practices of purchasing, including ethics, standards, bid preparation and evaluation, competitive bidding procedures, quality control, product, and vendor information; market research techniques; general law of contracts; principles and practices of government contracting; office procedures and office automation software (word processing, database

management).

Candidates must possess excellent verbal and written communication skills and have computer competency, to include updated MS Office software, including Excel & Word, and Internet research capability.

WORKING ENVIRONMENT:

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS:

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.