



CONFIRE

Purchasing Agent/Buyer

SALARY RANGE

\$52,561.60 - \$76,148.80 Annually

DEFINITION:

The Buyer is involved in the purchasing of materials, supplies, equipment, and services for use by the Special Districts departments and districts; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class purchase specific and routine lines of commodities.

EXAMPLES OF DUTIES:

Duties may include but are not limited to:

1. Purchases commodities and services for CONFIRE.
2. Reviews requisitions for completeness as assigned; groups items to facilitate bids on larger quantities; researches and confers with departmental representatives regarding the intended use of commodity, desired specifications, sources of supply, quality, and price.
3. Obtains bids by telephone, letter, personal contact, or formal bid process; prepares specifications according to user needs and requirements; maintains and updates standardized specifications for established and routine commodities; enforces compliance of CONFIRE's Contract Compliance, Policies, and others as adopted by the Board of Directors and the Administrative Committee.
4. Obtains product information from sales representatives to evaluate performance and quality; may conduct on-site visits to determine vendor capabilities; reviews products through trade publications.

5. Reviews bids for price, acceptability in relation to specifications, and conformance to departmental procedure and policy; tabulates and examines bid information to determine the best qualified low bid; makes awards as established by departmental guidelines.
6. Resolves routine problems such as damaged goods, delivery delays, incorrect merchandise, billing and payment errors.
7. Notifies department of new products and arranges for samples and demonstrations from vendors.
8. Enforces compliance with contracts and specifications; negotiates terms and conditions and acceptability of service such as delivery times and destination, shipping and freight prices, and discounts.
9. Assists in conducting auctions for the sale of surplus department equipment, automobiles, and goods.
10. May authorize emergency purchases.
11. Prepares necessary documents and reports.
12. Provides vacation and temporary relief as required.
13. Provides additional duties as required.

MINIMUM REQUIREMENTS:

Preferred: Thirty semester (45 quarter) units of completed college coursework in business or public administration, economics, accounting, finance, or a closely related field.

Two (2) years of full-time experience reviewing vendor bids and purchasing supplies, equipment, and service.

Substitution: An additional year of qualifying experience may be substituted for one-half of the required education.