

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## BUYER

<b>JOB CODE: 60019</b>	<b>PAY GRADE: 12</b>	<b>PAY RANGE: \$40,102- \$64,162</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Assistant Purchasing Manager, performs specialized work in the purchase of goods and commodities, supplies, equipment, and services used by the Pinellas County Sheriff's Office. Work involves communication with vendors and officials of the agency on all aspects of procurement and requires a high degree of initiative, professionalism, and independent judgment in the purchasing process.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Reviews requisitions and specifications to obtain competitive quotations from vendors;
- Establishes working relationships with vendors through in person meetings and phone/e-mail communication; discusses and resolves problems regarding delayed goods and services delivery; returns damaged or incorrect items to vendors and processes necessary documents for credit;
- Responds to department user requests, inquiries and problems regarding procurement processes and provides the costs of items/goods/services; determines inventory stock levels, reordering procedures and sources purchases to appropriate vendors;
- Prepares and issues purchase orders to vendors; expedites orders when necessary. Provides procurement support and services for department users to determine means and methods for requesting and completing procurement orders of commodities, materials, supplies and equipment;
- Prepares requests for quotes and bid specifications based on organizational needs; writes and/or reviews technical specifications and contracts for purchase of goods and services in conformity with purchasing policies of the agency, the State of Florida, and Federal guidelines;
- Advertises formal bids and solicits quotations; determines when pre-bid conferences are required and presides over them;
- Conduct negotiations with suppliers to establish fee schedules and contract prices that are consistent with prevailing market conditions;
- Prepares documentation for contract awards, amendments, and change orders;
- Interprets contracts, warranty statements, terms/conditions, and legal documents;
- Reviews and forecasts market trends and perform price/cost analysis as necessary;

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- Reviews historical data for each assigned commodity class and develops a plan to provide advantageous prices and expeditious delivery through an effective balance of term contracts, blanket purchase orders and open market purchases;
- Survey markets to determine best source, new sources, market conditions and trends.
- Implements and establishes training programs pertaining to procurement related functions and applications;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Supply Chain Management, Public Administration, or related field AND four (4) years' related experience in large scale buying
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check



## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of large scale purchasing methods and procedures in commodity areas and of the laws, rules and regulations effective in the County and State governing the purchase of commodities and services
- Ability to obtain and interpret market prices and trends and to apply such interpretations to procurement and budgeting
- Knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by departments
- Knowledge and experience in inventory management and control principles and practice
- Ability to maintain detailed records and to perform a variety of related data entry tasks
- Time management, organizational, and problem solving skills
- Ability to work effectively with vendors and co-workers
- Skill in developing detailed bid specifications to elicit competition among vendors and in analyzing bid responses to secure the highest quality service or commodity for the best price
- Knowledge of elementary bookkeeping methods in the keeping of accurate and systematic procurement records
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 6 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, climb, reach, kneel, or twist