#  11100

# Buyer

**Grade: 7**

## FLSA: Non-Exempt

**Date: 09/18**

**Job Summary:** Purchases supplies and services for St. Mary’s County Government by overseeing and administering procurement activity on contracts from solicitation to award through completion/delivery; ensures fair and open competition among suppliers; provides specialized procurement knowledge to County offices and agencies; performs other duties as assigned.

**Essential Functions:**

1. Oversees and administers procurement activity on contracts from solicitation, to award through completion/delivery;
2. Processes requisitions to obtain supplies and services for County agencies;
3. Develops bid documents;
4. Selects potential suppliers, solicits bids, evaluates offers, recommends award, and prepares award documents;
5. Negotiates modifications to open contracts;
6. Processes non-competitive procurements;
7. Prepares contract documents and purchase orders;
8. Expedites orders as required;
9. Ensures fair and open competition among suppliers;
10. Resolves problems associated with contract performance and product quality;
11. Maintains detailed records of contract activity and vendor responsiveness;
12. Reviews contracts/purchase orders for formal closure and transfer to archives;
13. Provides information and assistance to departments on specialized procurement processes and on use of the County’s automated Purchasing/Inventory module database;
14. Assists departments in researching, developing, and revising bid specifications to better service St. Mary’s County;
15. Assists vendors and the public with concerns or requests for information pertaining to specific procurements or general procedures; provides interpretations and guidance regarding County procurement;
16. Assists departments in estimating budget projections for transfer of funds to accommodate unscheduled buys for current fiscal year and assists department’s in estimating future fiscal year appropriations;
17. Maintains files and other records to support work performed;
18. Utilizes technology effectively in performance of job duties
19. Exercises professional judgment and discretion when handling information processed in performance of job duties
20. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Thorough knowledge of procurement practices and procedures;
4. Ability to effectively communicate with other staff members
5. Ability to prioritize and multitask;
6. Ability to use available resources to research information;
7. Ability to keep accurate records and maintain organized and current files;
8. Ability to effectively utilize appropriate technology, including County administrative software as well as the County’s financial accounting systems
9. Excellent math and communication skills.

**Education and Experience:**

1. Associates degree;
2. Two or more years of related experience in government procurement or a related field;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date