



Classification: Buyer I - Information & Communications Technology Division
Title Code: V00167
Pay Range: 23

POSITION SUMMARY:

This is entry-level technical work in the procurement of supplies, materials, and information technology and communications equipment. An employee in this class is responsible for reviewing requisitions, preparing bid specifications, contracts, and purchasing orders. Work is performed under the supervision of a technical superior who assigns projects, gives preliminary instructions, and reviews work in progress and upon completion.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews purchase requisitions for completeness of information and proper description of the commodity; contacts division director/troop commanders for additional information.

Prepares bid invitations; contacts division directors/troop commanders, Office of Administration and vendors to resolve procurement problems.

Prepares contracts and purchase documents in state accounting system.

Solicits bids for items to be purchased; verifies purchase orders to ascertain if they are properly completed and if procedures, rules, and regulations are followed.

Assists other divisions/troops with purchase orders and bidding procedures; meets with vendors and sales personnel for product demonstrations; works closely with state purchasing agents to ensure all bids are in compliance with regulations.

Makes purchases for the division / agency.

May assist with property inventory control, including but not limited to: ensuring that all nonexpendable equipment purchased with state or federal funds is identified and placed into the automated inventory system according to existing laws, regulations, policies, and procedures; and updating inventory files and maintain permanent records on all Patrol equipment and property.

Prepares equipment and paperwork for surplus property processing.

Tracks inventory and maintenance contracts for information technology and communications equipment.

Collects statistical and other information as requested.

Performs other related duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the various grades and qualities of commodities assigned to be purchased and their sources of supply.

Knowledge of the markets, marketing practices, and pricing methods as they apply to the assigned commodity group.

Knowledge of the principles, practices, and problems of centralized procurement.

Knowledge of the organization and functions of state government.

Knowledge of the techniques used to assess the quality and value of technical commodities.

Knowledge of budgets and general budgetary processes.

Knowledge of information technology and communications equipment, hardware, software, components & peripheral devices.

Knowledge of Microsoft Office suite of products, including considerable knowledge of the operations of excel spreadsheets utilizing formulas, agents and macros.

Knowledge of personal and relational databases, including a general knowledge of SQL commands.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to type documents into the state accounting system.

Ability to secure, interpret, and analyze technical data and to exercise sound judgment in arriving at conclusions.

Ability to apply proper descriptive terminology or established specifications to requisitions for supplies, materials, or equipment.

Ability to obtain and evaluate competitive bids for the procurement of supplies, materials, or equipment.

Ability to secure, interpret, and analyze technical data, and to exercise sound judgment in arriving at conclusions.

Ability to handle multiple assignments simultaneously.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain effective working relations with others.

Ability to operate basic office equipment.

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Ability to develop and maintain detailed excel spreadsheets.

Ability to comprehend and communicate information relative to information technology and communications equipment.

Ability to lift 50 to 70 pounds, transport equipment and prepare surplus property.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to drive a motor vehicle.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with specialization in accounting, data processing, computer science, communications, public or business administration or closely related field. (Related experience may be traded for education on a year-for-year basis.)

AND

Two years of responsible procurement experience in a centralized purchasing operation, involving experience with complicated and technical contracts, information technology or communications related procurement.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.