

# SNOHOMISH COUNTY JOB DESCRIPTION

## BUYER I

Spec No. 2042

### BASIC FUNCTION

To purchase a wide variety of commodities and services for the County departments within the guidelines established by the Purchasing Manager.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares and processes informal bids and other solicitation, as assigned, for materials, supply, equipment and services.
2. Solicits bids from potential suppliers, receives and evaluates bid submittals, prepares bid tabulations and bid award recommendations.
3. Handles direct purchases for customers that are valued below the bid threshold.
4. Conducts industry research for a wide variety of commodities and services.
5. Maintains positive business partnerships with current suppliers; interviews potential suppliers to learn about their organization, products and services offered.
6. Determines method of procurement and issues purchase orders through a computerized financial system as appropriate.
7. Helps to investigate and resolve possible vendor performance problems.

### STATEMENT OF OTHER JOB DUTIES

8. May seek legal opinions from the Prosecuting Attorney's Office.
9. May assist lead buyers on formal and public work bids.
10. Performs other related duties as required.

### MINIMUM QUALIFICATIONS

Two (2) years of experience as a buyer; OR, any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Experience in government purchasing is preferred.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- purchasing practices, procedures and terminology
- sources of supply, materials and services
- bidding practices and procedures

Ability to:

- prepare bid solicitation documents fully, accurately and with attention to detail
- evaluate proposals and recommend the most cost effective purchases
- apply appropriate purchasing laws
- use personal computer proficiently
- communicate effectively both orally and in writing
- establish and maintain effective, ethical work relationships with other county employees, business partners and the general public
- maintain necessary records and prepare required reports
- quickly learn about unfamiliar products and industries
- develop comprehensive supply sources for bidding purposes

### SUPERVISION

Employees receive general supervision from the Purchasing Manager. Assignments are made by indicating generally what is to be done, the quantity and quality of work expected, and any deadlines that are to be met. The employee carries out recurring assignments on their own initiative and receives additional, specific instructions for new or unusual assignments. Work is reviewed for technical adequacy and conformance with policies and procedures.

### WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: pre-1980  
Revised: July 1989, November 2001  
EEO Category: 2 – Professionals  
Pay Grade: 235 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous