

# SNOHOMISH COUNTY JOB DESCRIPTION

## BUYER II

Spec No. 2043

### BASIC FUNCTION

This is administrative and complex technical work procuring materials, equipment, construction and services for all departments. An employee in this classification is responsible for purchasing and utilizing the formal bid process to obtain materials, equipment, construction and services for various County departments. Work assignments are performed according to established purchasing guidelines, procedures, and state and local laws and ordinances. The employee is expected to perform with significant latitude for independent action and judgment.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares and processes informal and formal bid invitations, emergency and proprietary requests, and/or Requests for Qualifications and Proposals for goods and services (including road, bridge and municipal construction projects, building construction, architectural services, engineering services and other professional services) required by Snohomish County departments.
2. Acts as the lead person during the bidding process by assisting in the writing of specifications, identifying sources, contacting potential bidders, fielding questions at pre-bid meetings and during the bidding phase, opening bids, evaluating proposals.
3. Publicly opens sealed bids; analyzes bid submittals for responsiveness and specification compliance; submits bid summary and recommendations to Purchasing Manager for review and approval; and provides bid information to interested parties.
4. Awards bids within scope of authority and makes formal recommendations to Purchasing Manager and elected officials (Executive and County Council/attend General Legislative Session) in accordance with established procedures and County code; prepares contract documents.
5. Consults with suppliers on availability, price and quality of products; consults with architects, engineers, and consultants, and acts as liaison between departments with respect to all types of construction projects.
6. Conducts ongoing industry research in a wide variety of commodities and maintain knowledge of market conditions to maximize purchasing efficiency and economy; researches technical aspects of goods, maintain knowledge of market conditions, services and construction; consults with industry specialists to secure information regarding new products, improvements and cost cutting alternatives; attends product showings and arranges for demonstrations.
7. Advises county departments of purchasing procedures, competitive solicitation methods, legal requirements, annual contracts, on-call contracts, State contracts and other related information.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Assists with investigation, mediation and resolution of vendor/contractor performance problems; assist with contract termination for cause, when necessary, in coordination with the Prosecuting Attorney's Office and approved by the Purchasing Manager.
9. Exercises judgment on legal requirements of purchasing and seeks advise and opinions of the Prosecuting Attorney's Office on bidding, contractual and liability questions.
10. Communicates and coordinates with other public agencies at all levels regarding existing contracts, cooperative purchasing, vendor sources, common purchasing methods and procedures.
11. Assists in identifying minority owned and women owned businesses as potential suppliers and contractors for the County.
12. Provides quarterly reports for the Purchasing Manager identifying commodities ordered, amount of money spent, vendors used, problems encountered such as delayed delivery and substitutions made.
13. Applies a thorough understanding of pertinent sections of the Revised Code of Washington, County ordinances, procedures, departmental policy and procedures; provides accurate interpretations to user departments and vendors.
14. Assists in training buyers and support staff, relating to procurement support; provides training materials to departments as approved by the Purchasing Manager; assists in the development of purchasing policies and procedures.

### STATEMENT OF OTHER JOB DUTIES

15. Acts on behalf of the Purchasing Manager in his/her absence.
16. Plan, assign and coordinate the activities of Purchasing Coordinator & Assistant.
17. Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in business, public administration or a closely related field; AND three (3) years of governmental buyer or purchasing agent experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

### PREFERRED QUALIFICATIONS

Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) designation is preferred.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- fundamentals of accounting, cost analyses, general accounting and budgeting
- computers, software programs and data processing applications
- procurement principles and practices in public purchasing and methods in the preparation and analysis of specifications, bids, contracts, contract negotiations and the performance of related procurement functions
- contract development, administration and law
- County functions and services
- current trends in purchasing field
- sources of industry product performance and quality standards
- sources of supply, market conditions, price trends and scheduling
- pertinent federal, state and local laws, codes and ordinances

Ability to:

- create written documents that reflect customer requirements
- evaluate bids and recommend the most cost effective course of action; read, interpret and apply state and county laws relating to purchasing
- operate personal computers, calculators and other office equipment
- communicate effectively verbally and in writing with all audiences
- establish and maintain effective, ethical work relationships with other county employees, suppliers and the general public
- investigate and resolve complaints in an effective courteous manner; maintain necessary records and prepare required reports
- understand and follow written and verbal instructions
- effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner
- meet the travel requirements of the position
- physically perform the essential job functions of the classification
- concentrate with frequent interruptions and general office noise is required

### SUPERVISION

Employees in this class receive limited supervision from the Purchasing Manager or designee; duties are usually performed with considerable independence. The employee plans and carries out successive steps and resolves problems in accordance with instructions, established policies and accepted practices. Work is reviewed for accuracy and conformance with policies and procedures.

### WORKING CONDITIONS

Positions in this class typically work in an office environment.

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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: May 1988; February 1998; February 2001; February 2010

EEO Category: 2 - Professionals

Pay Grade: 237 – Classified Pay Plan

Worker's Comp: 5306 Non-Hazardous