

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Buyer
Job Code: 8210
Pay Grade: 48
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Perform the procurement of materials, equipment, supplies, and services for court departments. Identifies vendors with competitive prices for products and services, and assists in other purchasing functions, such as competitive bids and contracts activities. Maintain files of procurement activities, contracts, maintenance agreements, renewals, and vendor contacts.

ESSENTIAL FUNCTIONS:

- Receives and reviews purchase requisitions for completeness and accuracy, submitted by court departments, for the purchase of materials, equipment, supplies, and services.
- Issues purchase order numbers and places orders.
- Establishes and maintains contact with vendors, contractors, various public entities and consultants in support of the procurement needs of the court.
- Interviews vendors and develops lists of vendors for contact information and to categorize vendors by the type of goods purchased from them.
- Secures quotations and places orders for purchases when bids are not required.
- Assists court departments to complete purchase orders for accuracy and to ensure compliance with judicial purchasing regulations.
- Reviews purchase order specifications to procure optimal levels of goods and services required to meet the needs of internal customers.
- Advises court departments of new/improved products, availability, process and advantages compared to presently used products.
- Keeps court departments informed of changes to an order due to product design, availability, and/or costs.
- Expedites the shipments and/or delivery of orders, when requested, by following up with vendors, trucking companies, and other common carriers.
- Assists in monitoring compliance with contract requirements and intergovernmental agreements, such as costs, products, and services.
- Provides assistance in responding to disputes with a purchase and problems on purchases and merchandise.
- Assists in the review of purchase invoices and contractor billings for approval and payment.
- Coordinates the public bid process to include preparation of the bid, solicitation, pre-bid meetings, and bid openings in coordination with supervisor.
- Prepares purchase contracts and agreements to establish procurement conditions, and negotiates administrative contract terms in coordination with supervisor.
- Prepares and maintains maintenance agreements and renewals for computer equipment and software, and office equipment.
- Prepares cover correspondence and processes all agreements and/or amendments for authorized signatures.
- Maintains database of contracts used for the signature process of all agreements and/or amendments.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Using specifications from bids and RFQ's evaluates products in terms of vendor qualification, quality, pricing, substitution and other factors.
- Advises court departments on procurement policies and procedures.
- Provides assistance to other court jurisdictions such as Justice Courts, Juvenile Court and Clerk of Superior Court with the preparation of purchase contracts and the procurement of materials, equipment, and/or services.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge of general procurement standards and pertaining to purchasing practices.
- Must have the knowledge of Microsoft Office products to include Word, Excel, and Outlook.
- Must have the skills to establish and maintain effective customer and vendor working relationships.
- Must have the skills to effectively problem-solve and negotiate.
- Must have the ability to effectively communicate to a variety of internal customers and external vendors.
- Must have the ability to evaluate goods, or substitutes at weight prices, quality, delivery and other functions effecting purchases.
- Must have the ability to analyze and anticipate the procurement needs of court departments.

MINIMUM REQUIREMENTS:

A Bachelor Degree in Business Administration or a related field, and two years of responsible experience in procurement of goods and services. Experience should include the development of bids and specifications, contracts, developing vendor contact lists, and coordinating the request for proposals and/or request for quotes. OR, have any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Contracts and Procurement Coordinator. The incumbent performs duties under general supervision and has no supervision responsibilities.

Date: 12/15/98
Revised: 08-18-08