



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: BUYER II

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of this position is to perform moderate to complex work assisting departments and vendors with bidding procedures in accordance with procurement policies and procedures. Employees in this classification are responsible for moderate to complex contracts and technical purchases. Incumbent will prepare quotes, bids, proposals and submittals. Employees prepare contracts and related statements of work and maintain records of the solicitation process, requisitioned items, quotes and bid analyses, purchase orders, equipment specifications and technical reference information.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Prepares quotes, bids, proposals, and submittals by working directly with vendors; analyzes solicitation responses; maintains records of the solicitation process;

Prepares contracts for legal review and approvals

Reviews statements of work for accuracy and compliance with organizational policies and governmental standards

Reviews requisitions and purchase orders for compliance with established policies and procedures

Maintains records and files of requisitioned items, quotes and bid analyses, purchase orders, equipment specifications and technical reference information

Confers with requesting departments regarding the adequacy of specifications for commodities, services, or equipment to be purchased to ensure the department's needs are met while following Procurement policy and best practices

Establishes vendor relationships and monitors performance; recommends utilization based upon results

Prepares statistical data on commodities procured, performance measures and volume of requisitions and purchase orders by Requisitioner, department and division

Obtains and interprets market prices and trends applicable to procurement issues

Resolve internal system issues such as re-routing approval requests within the FMS PeopleSoft Application

BUYER II

Acts as a workgroup leader on projects and trains new department requisitioners

Processes, expedites, creates, and dispatches purchase orders; submits requisitions for approvals

Oversees the purchasing workflow related to various departments requests

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Associate's degree in Finance or related field, supplemented by two (2) years of recent and relevant experience; considerable knowledge of purchasing policies, procedures, laws, rules and regulations required; or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

BUYER II

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department