

# County of Berks

## POSITION DESCRIPTION FORM

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**Position Title** Senior Buyer  
**Department** Purchasing      **Reports To (Title)** Deputy Director of Contracts & Procurement  
**Effective Date** 12/31/2003      **Revision Date** 4.2011  
**Wage Category:**       **Exempt**       **Non-Exempt**  
**EEO-1 Category** Professional      **Union Classification** N/A

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### POSITION SUMMARY:

Responsible for performing central purchasing functions including the more complex and technical tasks of Invitation to Bid preparation and administration, and preparing and reviewing product specifications in accordance with established department procedures, County code, policies, and state and federal regulations. In addition, performs general procurement tasks including review of requisitions for accuracy, sourcing, soliciting quotations, price analysis, and procurement of goods and services. Work requires frequent contact with vendors and department representatives. Duties are usually performed with considerable independence under the direct supervision of the Deputy Director.

### POSITION RESPONSIBILITIES:

#### *Essential Functions*

#### *% of Time*

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|---|-----|
| 1. Prepares, documents, advertises, and administers Invitations to Bid (ITB), Request for Proposals and Surplus Sales as assigned. Analyzes vendors' bids and proposals and makes recommendations to the Deputy and Director to award contracts as the result of the public bidding process. This shall include but not be limited to all post award process/ procedures and documentation. | 30% |
| 2. Procures the more complex and technical goods and services required by the County, in a cost-effective manner and within the parameters of established regulations and procedures, determining whether to seek alternate supplier sources and/or competitive price quotes.   | 15% |
| 3. Assist with and in conjunction with Director and/or Deputy Director provides guidance and work direction to the Buyers and develops and trains the Buyers.   | 15% |
| 4. Prepares Requests for Quotation (RFQ), and obtains vendor quotations. Evaluates quotations using price comparison methods; calculates the effects of transportation, minimum orders, discounts and lead times; and identifies the responsive, responsible vendor providing the lowest cost quotation.  | 10% |
| 5. Drafts the lower level and least complex contracts and negotiates the terms and scope to create a final contract that is acceptable to both parties. Interfaces with the Contract Administrator and Deputy Director or Director for guidance and direction in negotiating terms different from the County's standards.   | 10% |
| 6. Reviews sole source requests, identifying need for alternative suppliers.  | 5%  |
| 7. Maintains professional liaisons with sales agents and vendors to stay up-to-date on new products and product specifications. Researches market to find new suppliers of goods and services used by the County and stay current and well versed on publically procured contracts available under which to obtain quotes.  | 5%  |

**Non- Essential Functions****% of Time**

1. Responsible for select assigned Deputy Director responsibilities in the absence of the Director and Deputy, in handling the more routine operations of the department. 5%
2. Participates in the Berks County Cooperative Purchasing Council (BCCPC), the Southeastern Pennsylvania Counties Cooperative Purchasing Board (SPCCPB), and the Pennsylvania Public Purchasing Association (PAPPA) as required. 5%

**MINIMUM EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in business or public administration OR at least eight years of equivalent experience.
2. Minimum of three years experience in public procurement with an organization procuring at least \$10 million annually and having at least 20 user departments. Purchasing experience must have included preparing and administering Invitations to Bid.
3. Certified Professional Public Buyer (CPPB) designation issued by the Universal Public Purchasing Certification Council (UPPCC) and supported by the National Institute of Governmental Purchasing (NIGP) or other equivalent professional certification OR eligibility for and attainment of certification within one year of hire.
4. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of public procurement procedures, best practices and regulations.
2. Working knowledge of contract law, contract language and Article 2 of the Uniform Commercial Code, and commercial insurance.
3. Ability and willingness to communicate with tact and diplomacy and to establish and maintain cooperative and effective working relationships with internal and external customers, co-workers, supervisors, elected officials, other agencies and the general public.
4. Ability and willingness to procure without prejudice, seeking to obtain the maximum, ultimate value for each dollar of expenditure.
5. Ability and willingness to speak, understand, read and write English, knowledge and understanding of writing and grammar, and ability to perform basic and analytical arithmetic computations.
6. Ability and willingness to use good judgment in decision-making and to adhere to the highest ethical standard while performing purchasing functions.
7. Working knowledge in using PCs as well as Microsoft Office products (Excel, Word, Access and Outlook), and the Internet.
8. Excellent oral and written communication skills.
9. Ability and willingness to multi-task in a stressful environment and set priorities and meet deadlines.
10. Decision-making, analytical, and problem-solving skills.
11. Organized, self-motivated, detail-oriented, and able to work independently.

**PHYSICAL DEMANDS:**

1. While performing the duties of this position, the incumbent will frequently be required to sit for extended periods of time, stand, walk, talk or hear, and work with office equipment and work with electronic media which can create eye strain. Occasionally, the employee will be required to lift or carry up to 25 lbs.

**WORKING ENVIRONMENT:**

Normal working environment.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

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*Date*

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*Signature of Supervisor*

\_\_\_\_\_  
*Date*

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