



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
BUYER IV	36	B	7.307
BUYER III	34	B	7.308
BUYER II	32	B	7.310
BUYER I	30	B	7.318

SERIES CONCEPT

Buyers complete and oversee a variety of professional assignments to provide services for the purchase of goods, products, financing and services required by State agencies and political subdivisions. Work is performed by reviewing and editing bid specifications, developing selection criteria and vendor requirements, and selecting terms and conditions for bid packages to ensure protection of the State's interest.

Formulate bid specifications and develop bid evaluation criteria; solicit written bids, proposals and competitive quotations; schedule bid openings, forecast delivery lead times, and evaluate responses on a cost/benefit or cost/performance basis; negotiate and award items, and develop and authorize contracts to the appropriate bidder.

Administer contracts to ensure compliance with terms and conditions including pricing and analysis of contract use and spend patterns; expedite purchase orders including contacting the vendor, requesting delivery information, explaining delivery needs and pursuing alternative delivery options if necessary.

Communicate with representatives from other departments/agencies to discuss needs or problems experienced with items purchased and to provide product information.

Monitor vendor performance and the quality of goods and services purchased to ensure continued compliance with contract specifications; negotiate freight claims and work with vendors to remedy discrepancies and/or modify or cancel contract if necessary.

Work with vendor representatives and others to discuss products and/or services and to provide information regarding applicable procurement policies and requirements.

Study market trends and product performance to follow technological developments and changes in business practices, product features and capabilities; review literature; confer with vendors, manufacturers and end-users; maintain reference library and attend tradeshow and product demonstrations.

Maintain records and prepare reports and correspondence related to purchasing assignments.

Perform related duties as assigned.

CLASS CONCEPTS

Buyer IV: Under general direction, incumbents are first-line supervisors of professional and technical purchasing staff. Supervisory responsibilities include training, establishing work performance standards, assigning and reviewing work, and evaluating performance. Assignments generally involve the exercise of independence and discretionary judgment in the development and management of purchasing contracts. Incumbents in Nevada State Purchasing may be required to provide expert testimony to the Legislature, and review and approve sole source purchases to ensure compliance with applicable regulations, policies and laws.

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CLASS CONCEPTS (cont'd)

Buyer III: Under limited supervision, incumbents perform more specialized and complex purchasing duties and are involved in the procurement of large equipment, materials, supplies and specialized services. Incumbents perform lead and supervisory duties in the absence of the Buyer IV. Assignments require logical decision making in order to determine correct courses of action. This is the advanced journey level in the series and is distinguished from the Buyer II class by the greater complexity of duties performed and the dollar value of procurements processed.

Buyer II: Under general supervision, incumbents perform the full range of duties described in the series concept. Positions in this class may procure complex items such as equipment, materials, supplies, or specialized services. Duties are performed in accordance with established standard procedures and require judgment in the application of these procedures; in the areas of exception or large dollar values, prior approval of the Buyer III or Buyer IV may be required. This is the journey level in the series.

Buyer I: Under close supervision, incumbents perform the duties described in the series concept in a training capacity. Duties involve routine purchases and require the assistance and approval of a higher-level Buyer. This is the trainee level in the series, which provides for progression to the next level upon meeting minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

BUYER IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or closely related field and three years of professional experience in buying, specification writing or related professional purchasing responsibilities; **OR** one year of experience as a Buyer III in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles, techniques and practices of purchasing in order to formulate decisions, negotiate with parties, and comply with established policies and regulations. **General knowledge of:** principles of finance and statistics including present value, risk management and cash flow management. **Ability to:** train and provide guidance to others; exercise sound judgment in the purchase of a variety of materials, supplies and equipment; prepare clear, detailed and accurate specifications; maintain favorable public relations with vendors and customers. **Skill in:** interpersonal skills using tact, patience and courtesy; formulating and presenting recommendations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: all commodities purchased for State use; technical specifications necessary to qualify vendors and arrange the procurement of a diverse range of products; supervisory techniques including selection, work assignments and review, training, development of work performance standards and discipline. **Ability to:** review, verify and process requisitions and purchase orders; prepare specifications and review and evaluate bids and proposals; organize and coordinate the work of others and set priorities.

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MINIMUM QUALIFICATIONS (cont'd)

BUYER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field and two years of professional experience in buying, specification writing or related professional purchasing responsibilities; **OR** graduation from high school or equivalent education and four years of purchasing experience, two years of which was at the professional level as described above; **OR** one year of experience as a Buyer II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles and practices of purchasing including competitive bidding, determination of needs, selection of items, and specification writing; technical specifications necessary to qualify vendors and arrange the procurement of a diverse range of products; negotiating skills to arrange terms and conditions, pricing and scheduling; sources of supply, market conditions, price trends and priority practices. **Ability to:** establish and maintain cooperative and effective working relationships with departmental representatives and vendors; meet schedules and deadlines; read and interpret blueprint specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports. **Skill in:** analyzing and comparing specifications, bid documents and bid amounts; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State of Nevada purchasing system/procedures; contract development procedures and practices, service agreements, and leases. **Working knowledge of:** purchasing requirements in order to identify and interpret agencies' directions; applicable State and federal laws and regulations governing purchasing activities. **General knowledge of:** accounting practices sufficient to understand fund accounting methods, monthly and annual reports and vendor financial reports. **Ability to:** exercise sound judgment in the purchase of a variety of materials, supplies and equipment; prepare clear, detailed and accurate specifications; ensure vendor compliance with accepted purchasing standards.

BUYER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or closely related field and one year of professional experience in buying, specification writing or related professional purchasing responsibilities; **OR** graduation from high school or equivalent education and three years of purchasing experience, one year of which was at the professional level as described above; **OR** one year of experience as a Buyer I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: rules, regulations and guidelines pertaining to governmental procurement; negotiating skills to arrange terms and conditions, pricing and scheduling; sources of supply, market conditions, price trends and priority practices; principles, practices and procedures of purchasing including competitive bidding and specification writing. **Ability to:** evaluate quality and price elements; purchase a variety of materials, supplies and equipment; prepare specifications and maintain records and files; analyze situations accurately and adopt an effective course of action; plan and organize work. **Skill in:** written English sufficient to compose routine and technical business correspondence and reports; common personal computer applications, word processing and spreadsheet software; *and all knowledge, skills and abilities required at the lower level.*

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MINIMUM QUALIFICATIONS (cont'd)

BUYER II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Ability to: purchase a variety of materials, supplies and equipment according to State policies and applicable laws; receive requisitions, analyze items for quantity, specifications, and delivery requirements; develop and investigate sources of supply; issue request for quotations, proposals or bids for items not covered by an existing purchase arrangement; correspond with vendors to discuss problems regarding quality, cost, terms, delivery, discounts or transportation of ordered materials. **Skill in:** making oral presentations to provide information or explain purchasing policies and procedures.

BUYER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration or related field; **OR** graduation from high school or equivalent education and two years of technical experience in buying, specification writing or related purchasing responsibilities; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: office methods, procedures and standard office equipment. **General knowledge of:** basic purchasing methods and procedures. **Ability to:** communicate effectively both orally and in writing. **Skill in:** basic mathematical computations sufficient to calculate rates and cycle times; written English sufficient to compose routine and technical business correspondence and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: types, characteristics, and supply sources of commodities and services. **Ability to:** accurately perform assigned purchasing tasks; obtain verbal and written quotes; apply proper descriptive terminology and established specifications to requisitions for commodities and services. **Skill in:** operating a computer terminal sufficient to input and retrieve information.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	12/9/81R 7/26/83PC	4/4/75	4/4/75	1/24/84
REVISED:		8/7/80-3	4/13/84-3	8/7/80-3
REVISED:	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC	7/1/93P 9/24/92PC
REVISED:	8/11/06PC	8/11/06PC	8/11/06PC	8/11/06PC
REVISED:	9/17/10RNC 9/17/10PC	9/17/10RNC 9/17/10PC	9/17/10RNC 9/17/10PC	9/17/10RNC 9/17/10PC