

**Job Class Profile:**            **Buyer I**

**Pay Level:**                      **CG-26**                      **Point Band:**                      **490-533**

| Factor | Knowledge | Interpersonal Skills | Physical Effort | Concentration | Complexity | Accountability & Decision Making | Impact | Development and Leadership | Environmental Working Conditions | Total Points |
|--------|-----------|----------------------|-----------------|---------------|------------|----------------------------------|--------|----------------------------|----------------------------------|--------------|
| Rating | 4         | 4                    | 2               | 4             | 2          | 3                                | 3      | 1                          | 2                                |              |
| Points | 187       | 67                   | 13              | 19            | 60         | 65                               | 62     | 21                         | 21                               | 515          |

## JOB SUMMARY

The Buyer I provides routine procurement of supplies, materials and equipment.

### Key and Periodic Activities

- Processes orders/requisitions for supplies and services (i.e. checks for completeness of requisition, matches receiving invoices to purchase orders, ships inventory as required, etc).
- Sources products and services using internet, catalogues, contracts, standing offers, quotes, etc. to obtain price comparisons ensuring compliance with the Public Tender Act.
- Communicates with vendors regarding delivery of goods or services (i.e. back orders, discrepancies in quantities, pricing, delivery, etc).
- Determines if the supplier meets the specifications required for the procurement of goods/services according to the Public Tendering Act.
- Creates and issues purchase orders to suppliers in amounts according to the delegated authority under the Public Tender Act.
- Performs clerical duties as required (i.e. filing; answering the phones; maintaining inventories, etc.).
- Performs inventory counts as required.
- Attends ongoing training sessions.
- Ensures adequate stock available for Department and orders accordingly.

## SKILL

### Knowledge

#### General and Specific Knowledge:

- Procurement practices and procedures.

#### Formal Education and/or Certification(s):

- Minimum: Business Management Diploma with a concentration in purchasing.

#### Years of Experience:

- Minimum: 1-2 years

#### Competencies:

- Follows basic instructions and work processes.
- Applies established techniques to the completion of activities.

- Writes simple letters, memos, and other documentation.
- Uses various computer software programs such as spreadsheets, word processors, databases, and procurement systems.

### Interpersonal Skills

- A range of interpersonal skills are used to perform activities such as listening to information from others and asking questions regarding the procurement of goods and services, providing routine information and direction to others in a confidential, professional manner typically involving explanation of procurement procedures and gaining the cooperation of those involved in the procurement process.
- Communication occurs with employees in the immediate work area, department/group, in other departments including supervisors and managers as well as suppliers.
- Most significant contacts are employees in the immediate work area, supervisors/managers and suppliers.

## EFFORT

### Physical Effort

- Work demands do not result in considerable fatigue requiring periods of rest.
- There may be an occasional to regular requirement to lift/move objects, such as files and records up to 10 lbs. May be a requirement to move supplies from shipping/receiving area.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constant fine finger/precision work while entering procurement information into the system. Performs clerical duties such as filing, answering the phone and maintaining inventories which may require a variety of body postures including bending, reaching and stretching.

### Concentration

- **Visual concentration** is constant while inputting accurate information into the procurement system.
- **Auditory concentration** is constant while listening to multiple stakeholders, answering the telephone, etc.
- Constantly impacted by **interruptions and multiple time pressures/deadlines with a lack of control over work pace**. Examples include: deadlines when dealing with emergency orders requiring immediate shipment, time sensitive supplies are requested; incorrect supplies requested then backordered, etc.
- **Eye/hand coordination** is required for computer work.
- **Exact results and precision** are required when ordering, invoicing and receiving goods and/or services.

### Complexity

- Work involves the routine procurement of supplies, materials and equipment which involves tasks that are repetitive and well defined, and require the use of similar skills and knowledge.
- Problems tend to have simple solutions and can be addressed rather quickly, for example if there is a lack of information on a requisition that requires clarification.
- The most typical challenge or problem is the procurement process (i.e. inadequate information

provided by requesting party, supplies out of stock, technical information requirements, sourcing new products, etc).

- Policies, procedures, and guidelines exist (i.e. Public Tender Act, materials management policies and procedures, etc.) to assist and address issues and challenges along with guidance and advice from supervisor and co-workers.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are highly monitored and controlled.
- Decisions can be made regarding ordering supplies within delegated authority and during emergency situations.
- Requires supervisor's approval for procurement beyond delegated authority.
- Work tasks involving the interpretation of purchasing guidelines and/or the releasing of confidential information (i.e. proprietary vendor information) are completed using discretion and independent judgment.

### Impact

- Work results typically impact the immediate work area, department, and within the organization.
- Work activities impact processes, systems, finances, material and human resources.
- Errors can result in delays receiving goods and/or services, financial loss, and emergency orders may not be filled.
- In the event of a mistake or error, the consequence is directly felt on suppliers and the organization (i.e. inadequate funds may be available).
- Legislation, policies, and procedures are in place to mitigate impacts and errors.

### Development and Leadership of Others

- Not responsible for the supervision of staff.
- May provide occasional advice and guidance when required.

## WORKING CONDITIONS

### Environmental Working Conditions

- Does not require any special precautions or safety equipment.
- Typically works in an office or open environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.