

Job Class Profile: **Buyer II**

Pay Level: **CG-27** **Point Band:** **534-577**

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	3	3	4	1	2	
Points	187	67	13	19	90	65	83	21	21	566

JOB SUMMARY

The Buyer II provides technical procurement work and requires a considerable knowledge of varied and specific commodities, services, purchasing methods and material inspection techniques.

Key and Periodic Activities

- Determines if the supplier meets the specifications required for the procurement of goods/services according to the Public Tendering Act. Ensures that Government receives value for dollars spent and receives goods/services in a timely manner.
- Creates and issues purchase orders to suppliers in amounts according to the delegated authority under the Public Tender Act.
- Sources products and services via internet, catalogs, contracts, quotes, etc. to obtain price comparisons ensuring compliance with the Public Tender Act.
- Ensures that all information relating to procurement of a good/service is compiled as a single document (i.e. system generated requisition, subsequent supplier quotes, and purchase order number).
- Maintains accurate records of current Standing Offer Agreements required for the procurement of goods/services.
- Communicates with various departments/sections (i.e. shipping, receiving, finance, etc).
- Clerical duties as required (i.e. front desk coverage; answering the phones; greeting the public; maintaining inventory control of mobile electronic devices, cell phones, satellite phones; etc.).
- Liaises with vendors for product updates or to answer questions regarding the procurement process.
- Attends ongoing training sessions.
- Ensures adequate stock available for Department and orders accordingly.
- Sources new suppliers for products as required.

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:

- Knowledge of methods, techniques, or procedures which are clear and well documented.
- 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 as it relates to the procurement of goods and services, asking questions to obtain clarification or additional information, and providing routine information and direction to government employees, managers and suppliers/vendors regarding the procurement process and gaining the cooperation of those involved in the procurement process to complete technical procurement work.
- Communications occur with employees in the immediate work area, Department/Group, in other Departments and include supervisors, managers, and suppliers/vendors.
- Most significant contacts are employees in the immediate work area, supervisors and managers, and suppliers/vendors. Interactions include listening to others, ability to work in a confidential professional manner with suppliers, etc.

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.
- Work provides the opportunity to occasionally stand and walk within the office environment.
- Constant fine finger/precision work is required 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 overnight shipment, time sensitive supplies are requested, and incorrect supplies

<p>requested then backordered.</p> <ul style="list-style-type: none"> — Eye/hand coordination is required for computer work. — Exact results and precision are required when ordering, invoicing and receiving goods and/or services.
Complexity
<ul style="list-style-type: none"> — Work involves a series of tasks and activities which are different but allow for the use of similar skills and knowledge. — Provides technical procurement work and requires considerable knowledge of varied and specific commodities, services, purchasing methods and material inspection techniques. — Work related problems or challenges typically are well-defined with obvious solutions or which can be resolved by following procedures and guidelines. — 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, etc.). Other challenges include comparing similar products from different suppliers; researching new products, etc. — Policies, procedures, and guidelines exist (i.e. Public Tender Act, etc.) to assist and address issues and challenges along with guidance and advice from supervisor and co-workers.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — 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
<ul style="list-style-type: none"> — Impacts generally affect within immediate work area, department, outside the organization and on clients/general public. — Work activities impact processes, systems, finances, material and human resources. — Inaccurate procurement would result in delays receiving goods and or services, financial impacts could result, 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). Awarding purchase orders to the wrong supplier could result in legal action from suppliers. — Legislation, policies, and procedures are in place to mitigate impacts and errors.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — May be required to provide advice and/or guidance.

WORKING CONDITIONS**Environmental Working Conditions**

- Does not require any special precautions or safety equipment.
- No unusual adverse environmental conditions exist.
- Typically works in an office or open environment where employees may occasionally experience unusual/distracting noise, glare from computer monitors and lack of privacy.