

Job Class Profile: Buyer III

Pay Level: CG-29 Point Band: 622-675

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	4	4	4	2	2	
Points	187	67	13	19	120	87	83	43	21	640

JOB SUMMARY

The Buyer III coordinates and oversees the purchase of materials, supplies, equipment and contractual services for an organization.

Key and Periodic Activities

- Participates in the more complex and technical buying matters and provides advice, guidance and assistance to other positions involved in the procurement of goods and services.
- Independently develops and processes Public Tenders, Requests for Proposals, Request for Quotation and Request for Price transactions. Evaluates each and issues Purchase Orders ensuring the purchasing activity is in accordance with the organizational policies and procedures, the Public Tendering Act and Retail Sales Tax Act.
- Assists in the administration of annual service and supply contracts.
- Analyzes procurement problems and liaises with suppliers and departmental staff when problem situations arise; assists in the development of adequate purchase descriptions.
- Ensures that all information relating to the procurement of goods/services is maintained properly.
- Liaises with vendors for product updates or to answer questions regarding the procurement process.

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: 10 or more years

Competencies:

- Uses various computer software programs such as spreadsheets, word processors, databases, and procurement systems

Interpersonal Skills

- A range of interpersonal skills are used daily to perform activities such as listening to information from others, asking questions, and providing routine information, direction and advice to other Buyers and staff regarding purchasing services and procedures and annual service and supply contracts. Gains the cooperation of, and works in a confidential professional manner with, other Buyers and suppliers to complete purchasing activities, resolves any related issues and provides information related to the more complex and technical buying matters.
- Communication occurs with Buyers in the immediate work area and throughout the organization, Department/Group, in other Departments as well as supervisors, managers, and external suppliers.
- Most significant contacts are employees in the immediate work area, supervisors/managers, and suppliers. Interactions include listening to others as it relates to the procurement of goods and services, 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 while entering procurement information into the system. Work tasks 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 and to develop, process and evaluate public tenders, requests for proposals, request for quotation and price transactions, etc.
- **Auditory concentration** is constant while listening to multiple stakeholders, answering the telephone, liaising with suppliers, vendors and departmental staff, etc.
- **Repetition requiring alertness** is required to ensure purchasing activity is in accordance with organizational policies and procedures, Public Tender Act and related regulations.
- 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 requested then backordered.
- **Eye/hand coordination** is required to perform computer work.
- **Exact results and precision** are required when ordering, invoicing and receiving goods and/or services.

Complexity

- Work involves a series of tasks and activities which are different but allow for the use of similar skills and knowledge.
- Would process the more complex and difficult technical requests, analyzes procurement problems and liaises with suppliers and departmental staff when problem situations arise, have involvement in the annual service and supply contracts and provide direction regarding

procurement processes to staff throughout the organization responsible for purchasing goods and services.

- 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.) and the coordination of purchasing and contractual services for an organization.
- 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

- Work tasks and activities are highly monitored and controlled.
- Decisions can be made regarding ordering supplies within delegated authority and during emergency situations. Independently develops and processes public tenders, requests for proposals, request for quotation and request for price transactions. Evaluates each and issues purchase orders ensuring the purchasing activity is in accordance with the organizational policies and procedures, the Public Tendering Act and Retail Sales Tax Act.
- 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.
- Exercises discretion and judgment to coordinate and oversee purchasing and contractual services for an organization; when analyzing procurement related issues or problems and when liaising with suppliers or departmental staff to resolve issues.

Impact

- 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). Analyzes procurement problems and liaises with suppliers and departmental staff when problem situations arise.
- Legislation, policies, and procedures are in place to mitigate impacts and errors.

Development and Leadership of Others

- Typically not responsible for the direct supervision of staff, however it is responsible to provide lead direction/advice to staff throughout the organization responsible for the procurement of goods and services and allocate workload.
- May be required to provide orientation and/or on-the-job training.

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.