

SNOHOMISH COUNTY JOB DESCRIPTION

BUYER III

Spec No. 2386

BASIC FUNCTION

Perform professional procurement in the County's Purchasing Division for the formulation, issuance, oversight, and award of the County's construction, small works, and limited small works competitive projects. This position also provides expertise and assistance with commodity, material, and equipment bids, provides leadership and support for the division and customers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides oversight and serves as subject matter expert (SME) for small works, limited small works, and construction competitive projects. Assists Buyers and internal customers with Quotation Requests (QRs) for limited small works projects; creates and processes small works and construction/public work bids and works with customers to evaluate, award, and contract. Works with Risk Management to update and include insurance and indemnity requirements as needed.
2. Provides procurement support for internal customers and external agencies as requested.
3. Collects and verifies bid bonds, certified checks and other surety items when required. Returns bonds and checks to unsuccessful bidders. Works with customers and regulations to determine appropriate bonds, retainage, apprenticeship, disadvantage business enterprises, and other requirements as stipulated by County, funding source, or project.
4. Conducts bidder research to verify that all mandatory requirements have been met, including, but not limited to Washington Business License, other required licenses, absence from State and federal debarment lists, and other requirements. Makes non-responsive recommendations when necessary and works with bidder to communicate issues.
5. Consults with suppliers on availability, price and quality of products. Consults with architects, engineers, and consultants, and acts as liaison between departments with respect to all types of construction projects.
6. Awards bids within scope of authority and make formal recommendations to Purchasing Manager and elected officials in accordance with established procedures and county code.
7. Conducts ongoing industry research in a wide variety of commodities and maintains knowledge of market conditions to maximize purchasing efficiency and economy.
8. Advises county departments of purchasing procedures and methods, legal requirements, and availability of annual and state contracts; investigate, mediate and resolve complaints and conflicts relative to department purchases and contracts.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Assists and trains buyers on purchasing procedures and methods; improves and streamlines processes and forms as needed.
10. Creates and updates forms, procedures, contracts, and templates as needed.
11. Exercises judgment on legal requirements of purchasing and seek advice and opinions of the Prosecuting Attorney's Office on bidding, contractual and liability questions.
12. Communicates and coordinate collaborates with other public agencies at all levels regarding existing contracts, cooperative purchasing, vendor sources, common purchasing methods and procedures.

STATEMENT OF OTHER JOB DUTIES

13. Assumes the responsibilities of the Manager in the absence of the Purchasing Manager and the Procurement Contracting Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration or a closely related field; AND four (4) years of governmental buyer experience managing public works and commodity bids; OR any equivalent combination of training and/or experience that provide the required knowledge and abilities.

SPECIAL REQUIREMENTS

One of the following professional purchasing certification is required:

Certified Professional Public Buyer (CPPB)

Certified Public Purchasing Officer (CPPO)

Certified Professional in Supply Management (CPSM)

Certified Purchasing Manager (CPM)

Or other Procurement certification offered and recognized on a national level as approved by the Purchasing Manager.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- construction/public work and prevailing wage procurement rules, forms, and processes
- business methods, markets and purchasing practices and procedures
- contract law

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KNOWLEDGE AND ABILITIES (Continued)

- fundamentals of accounting and cost analyses
- practices and procedures of inventory control

Ability to:

- work independently on complex bids and submittals
- understand, apply, and instruct State and County code, procedures, public procurement, and other regulations as required
- differentiate between commodity/material bids and public work/prevaling wage projects
- prepare formal written bid specifications
- research bidders and recommend responsive or non-responsiveness
- work with courtesy and efficiency with internal and external customers and community
- evaluate bids and recommend the most cost effective course of action; read, interpret and apply state and county laws relating to purchasing
- operate standard office equipment
- communicate effectively both orally and in writing
- establish and maintain effective, ethical work relationships with other county employees, suppliers and the general public
- investigate and resolve complaints in an effective courteous manner; maintain necessary records and prepare required reports

SUPERVISION

Employees in this class receive limited supervision from the Purchasing Manager and duties are performed with considerable independence. The employee plans and carries out successive steps and resolves problems in accordance with instructions, established policies and accepted practices. Work is reviewed by the Purchasing Manager for accuracy and conformance with policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2017
EEO Category: 2 - Professional
Pay Grade: 241 – Classified Pay Plan
Workers Comp: 5306-Non Hazardous