

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BUYER

POSITION CODE: 05900
Effective: 1/18/01

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs purchasing functions in a centralized procurement program for a wide variety of commodities; provides technical procurement assistance to user agencies and local government entities; directs work activities of Buyer Assistants and may assist in their training.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists agencies in conducting research into performance characteristics of complex equipment, chemicals, and other supplies; assists in analyzing user agency materials needs; assists agency in determining materials to be procured; assists in preparing specifications for complex commodities and assists user agencies in preparing requisitions; assists in reviewing old specifications for adequacy; assists in conducting studies of specifications, test and performance data and conferring with vendors; assists in preparing new specifications when necessary.
2. Prepares bid invitations, selects qualified bidders, and issues invitations; reviews bids and awards contracts; reviews requisitions submitted by user agencies for completeness.
3. Inspects delivered equipment and reviews samples submitted by suppliers to determine compliance with specifications; studies test reports conducted on samples; reviews user agency complaints, confers with vendors concerning same, and recommends appropriate corrective action.
4. Prepares analyses of market trends and conditions and possible impact on the procurement program; applies comprehensive knowledge of user agency procurement patterns and commodity characteristics to perform job duties.

BUYER (Continued)

5. Confers with, advises, and assists user agencies in planning and evaluating material needs; advises agencies of procurement procedures; explains relevant statutes and policies.
6. Directs Buyer Assistants in work activities by instructing them in procurement procedures and the characteristics of certain commodities; may assist supervisor in providing training to Buyer Assistants.
7. Maintains records of purchases and prepares studies of statewide procurement patterns for technical commodities; maintains and updates commodities reference library.
8. Prepares reports and correspondence regarding status of requisitions, purchase orders, shipments and complaints.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in public or business administration.

Requires two years of professional experience in centralized procurement.

Knowledges, Skills and Abilities

Requires extensive knowledge of principles, objectives, and procedures of centralized procurement.

Requires ability to maintain satisfactory working relationships with associates, representatives of user agencies, and the representatives of commodities producers.

Requires ability to present ideas clearly, both orally and in writing.

Requires ability to apply professional techniques to complex problems of centralized procurement.

Requires ability to conduct statistical studies and surveys.