



## **Employment Opportunity**

Buyer – Bureau of Purchasing

\$21.43 hourly Salary (Grade C11)

40 hour position with full benefit package

*Apply By: Friday, December 28, 2018 @ 5:00 p.m.*

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**GENERAL RESPONSIBILITIES** Purchase commodities and services requested by County and Governmental Partners in accordance with purchasing policies, procedures and regulations. Train and assist user agencies in other purchasing procedures.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Assist in pre-procurement planning process to determine agency need, bid method, availability of established state or municipal contracts, and develop price/cost analysis
2. Assist in pre-bid meetings, evaluation team meetings, bid openings, and presentations to Commissioners for concurrence
3. Act as liaison for agencies throughout the procurement process
4. Select, order, and arrange shipping or transportation of commodities and services.
5. Develop, monitor and maintain vendor performance database
6. Provide reports, updates, and general information notices to user agencies and management as necessary
7. Assist with procurement card program administration, training, and monitoring
8. Issue purchase orders, change notices, and/or termination notices to vendors
9. Process invoices and other payments against open purchase orders and contracts
10. Maintain knowledge of commodity/equipment safety requirements and product trends
11. Develop, monitor, review, and renew contracts as needed
12. Assist in internal or external audits or bids and contracts
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Business Administration or related field and one year purchasing experience or Associate's degree and three years purchasing experience or Certified Professional Public Buyer (CPPB)

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Skills Assessment – Excel, Word, Outlook

A Carroll County Government job application is required for this position

**Apply on-line: [cggovernment.carr.org](http://cggovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 12/4/18**  
**(19-54)**

**Carroll County is an equal opportunity employer**