

CLASS TITLE:

BUYER I (DOA/OP)

Class Code: 02671100

Pay Grade: 24A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform routine procurement and contracting activities within the Department of Administration/Office of Purchases under the guidance and supervision of more senior and experienced staff; and to do related work as required.

SUPERVISION RECEIVED: Works under the guidance of a Buyer II and/or Senior Buyer; work is reviewed for format and content and conformance to rules, regulations, and policy, and for soundness of judgement and correct interpretation.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To develop and administer Public Invitations for Bid, and other competitive solicitations.

To evaluate bid responses to determine technical merit, responsiveness to specified requirements, and general capability and capacity of bidders and on this basis to determine the lowest responsive price offer for the request.

To maintain a clear audit trail of all bid, contract, and vendor determinations, and to develop contract documents which provide for clear audit and evaluation with regard to payment.

To assist using state agencies and procurement management in the enforcement of contractual obligations, and to make recommendation with respect to disposition of complaints and vendor disciplinary action.

To advise and instruct vendors with respect to procurement policies and procedures.

To assist user agencies in obtaining goods and services in the most cost-effective manner possible by offering and responding to requests for technical and other assistance from user agency personnel in a professional and timely manner; to provide complete information and advise users as to how to obtain copies of relevant materials and/or provide referrals for other types of assistance; to assist user agencies in developing the documentation necessary for successful purchases and to educate users as to the options available for various types of purchases; to work with agency officials onsite to increase effective communication and to provide user-specific problem solving assistance.

To advise and instruct users and vendors with respect to use of the Electronic Rhode Island Vendor Information Program (RIVIP) including vendor registration, vendor lists, commodity lists, obtaining Master Price Agreements, bids, bid results, rules and regulations and other information available in the RIVIP.

To utilize a computer to review requisitions, create bid preparation instructions, initiate bid preparation, authorize bids, analyze bid responses, award bids, initiate and release purchase orders and change orders, to review and analyze vendor information, including complaints, minority and disability status, suspensions and debarments, to create and download reports and all related work as required. (In using the computer, to use the keyboard to enter passwords and report generation instructions and to enter words, phrases, and sentences as required by the Electronic Purchasing System and to print documents and reports as required.)

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A basic knowledge of the principles, practices, and procedures involved in the procurement of supplies, equipment, and services; a working knowledge of standard analytical, statistical, and research principles, and the ability to apply analytical techniques to interpretation and evaluation of a broad spectrum of data; the ability to prepare effective oral and written reports and presentations; and the ability to establish and maintain effective working relationships with users and vendors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, preferably with a specialization in business administration; and

Experience: Such as may have been gained through: employment in a governmental agency or private industry in a capacity which will demonstrate basic familiarity with the principles of procurement.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 1, 1998

Editorial Review: 3/15/03