

**CLASS TITLE: SENIOR BUYER (DOA/OP)**

**Class Code: 02671300**  
**Pay Grade: 29A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In the Department of Administration/Office of Purchases, to direct and coordinate the activities of procurement staff; to assign work and priorities to staff members; to perform routine to complex procurement and contracting in activities, as well as analytical support functions relative to the State procurement system; as required, to be individually responsible for procurement for assigned classes of products and services; to carry out procurement and contracting activities in accordance with rules, regulations, and the requirements of statute; and to do related work as required.

**SUPERVISION RECEIVED:** Works with minimal supervision under the general direction of the Chief Buyer, with considerable latitude for independent judgment and determination; can approve purchase orders to a specified expenditure level without further review.

**SUPERVISION EXERCISED:** Supervises and reviews the work of all procurement staff, above specified thresholds.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To coordinate, direct and approve the work of subordinates.

To train subordinates and/or assist in their training.

To define the functional requirements of each item procured, to ensure value and define standards for bid responsiveness.

To develop competitive solicitations, selecting the solicitation method most appropriate to the intended person.

To research and identify possible sources of supply for items for which no bidders' list has been established.

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, responsible price offer for the request.

To review solicitations and awards prepared by other personnel assigned to the procurement teams for general quality and conformance to rules, regulations, and procedures.

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.

As required, to collect, analyze and prepare data relative to cost/price analyses, financial analyses, or in any other subject matter which requires the application of standard analytical or statistical principles, methods or techniques, pertinent to projects of considerable scope and complexity.

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 maintain a comprehensive awareness of established procurement policies and procedures, and to advise and instruct users and vendors with respect to them.

To conduct and/or attend meetings with user committees to determine opportunities for product standardization.

To identify cost improvement and standardization opportunities and carry them through to implementation.

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 purchase; 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 on the RIVIP.

To utilize a computer to review requisitions, create bid preparation instructions, initiate bid preparations, 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, suspension 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 instruction 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 thorough knowledge of the principles, practices, and procedures involved in the procurement of supplies, equipment and services; the ability to plan, supervise, direct, and review the work of a professional, technical and clerical staff; the ability to analyze and evaluate proposed procurement actions for conformance to policy and procedure; a detailed knowledge of State procurement regulations; a detailed knowledge of product markets and market conditions, including knowledge of terminology, usage, sources of supply and quality requirements for one or more significant areas of procurement; the ability to analyze bid responses for technical merit and to maintain a clear audit trail for all actions; a working knowledge of standard analytical, statistical, and research principles and the ability to apply analytical techniques to the interpretation and evaluation of a broad spectrum of data; the ability to prepare effective oral and written reports and presentations; the ability to instruct less experienced personnel in procedure and policy; and the ability to establish and maintain effective working relationships with users and vendors.

## **EDUCATION AND EXPERIENCE:**

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

Experience: Such as may have been gained through: employment in a procurement capacity for a governmental agency or private industry demonstrating experience with complex procurement and contracting activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience, provided that one or more professional certification(s) in procurement - e.g., Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Official (C.P.P.O.) - may be substituted for education or experience.

Editorial Review: 3/15/03