



Buyer

Please look at what you can expect to earn as a **Buyer** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
 - Vested in just five (5) years.
 - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$62,754 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



JOB TITLE:	Buyer	GRADE:	13
DEPARTMENT:	Purchasing	FLSA STATUS:	Exempt
REPORTS TO:	Director of Purchasing		

GENERAL RESPONSIBILITIES:

The Buyer performs an intermediate level of technical procurement work related to the procurement of commodities, services, and construction at the best value for County departments/agencies and select procurements for the City of Hagerstown, as assigned. The Director of Purchasing provides direction, but within established policies and procedures, this person has considerable latitude for the exercise of independent judgment in performing day-to-day tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assists the Director of Purchasing by composing and processing formal quotation /bid/proposal documents, as assigned.
2. Verifies budget appropriations for commodities, services, and construction to be procured through the formal quotation/bid/proposal process. Reviews specifications for quotations/bids/proposals/ to develop general understanding of commodity, service, or construction. Researches/identifies supply sources in preparation of a vendor listing for quotation/bid/proposal solicitation. Develops/coordinates time line schedule for Invitation to Bid, Request for Proposal and Request for Quotation process.
3. Composes supplemental terms and conditions and special section of bid/quote documents. Composes Invitation to Bid/Request for Proposal advertisements. Answers inquiries during bidding process. Conducts pre-bid, pre-proposal and pre-quotation conferences. Reviews/coordinates specification substitution submissions/requests. Composes addenda documents. Conducts formal bid opening process. Analyzes bids/proposals, inclusive of bid bonds, and insurance as applicable.
4. Discusses/coordinates/concurs on quotation/bid selection award recommendation with end-user department representative. Prepares written agenda reports and support documentation of award recommendations. Presents award recommendations to Board of County Commissioners at its meeting. Composes award correspondence, and other correspondence as applicable for vendors/suppliers, contractors, etc.
5. Coordinates awards, contract/agreement execution, inclusive of bonds, insurance, and lease agreements/documents as applicable and issuance of Purchase Orders.
6. Processes purchases utilizing Cooperative Purchasing Agreements, Joint Bid Cooperatives with various governmental agencies.
7. Reviews Purchase Orders and Change Orders for compliance, completeness, and approval, as needed in the absence of the Director of Purchasing.
8. Applies all applicable laws, policies, and procedures to procurements.
9. Evaluates purchasing policies and procedures and recommends changes to the Director of Purchasing.
10. Evaluates all assigned purchases to determine the best value.
11. Monitors the appropriate budget prior to processing procurements.
12. Assists with Oracle PeopleSoft financial software processing and resolution of software issues.
13. Execute all quality control procedures adopted by the County related to procurement.
14. Performs related tasks as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of the laws, rules, regulations, policies, and procedures relating to public procurement; thorough working knowledge of purchasing terminology and standard public procurement procedures; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the County; thorough working knowledge of computers and their operations, including data procedures; thorough knowledge/experience with most recent County used version of Microsoft Word/Excel/Access is required; experience with Oracle PeopleSoft is desired; ability to work under specific deadlines and time constraints; ability to multi-task and meet deadlines; thorough knowledge of standard office procedures, practices and equipment; excellent writing skills with ability to write clear and concise specifications and correspondence; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with other officials, vendors and the general public; knowledge of procurements of vehicle/industrial equipment parts/supplies is desired; excellent telephone etiquette skills; and knowledge of construction procurements is desired.

Must adhere to the National Institute of Governmental Purchasing's "Code of Ethics" and be governed by the highest ideals of integrity and honesty to merit the respect of co-workers and inspire the confidence of County Government and the public that it serves.

EDUCATION AND EXPERIENCE:

1. Experience in composing and processing formal bid/proposal/quotation documents.
2. Three (3) years of public procurement experience completed within the previous ten (10) years.
3. A Bachelor's Degree in Business Administration or procurement-related field is required.
4. Possession of or ability to obtain Certified Professional Public Buyer (CPPB) certification from the Universal Public Procurement Certification Council within four (4) years of employment.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, telephone, calculator, copier, and fax machine.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license with good driving record.
2. Excellent writing skills.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 7/2016; 1/2019; 11/2024

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to hrservice@washco-md.net

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying

or

Apply Online: <https://www.washco-md.net/internal-jobs> .

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Monday, December 9, 2024 4:00 pm