

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT
AND PLACEMENT

JOB TITLE	SALARY	ISSUE
BUYER II	\$16.72/HR/DOQ	9-18-2015

WEBER COUNTY PURCHASING - FULL-TIME WITH BENEFITS

JOB SUMMARY Under the general supervision of the County Purchasing Agent and general supervision of the Director of Administrative Services performs administrative detail work in the bidding and pricing procedures for supplies, materials, equipment, and services, under the Weber County Purchasing Ordinance #2-9 and Utah State Procurement Code 63G-6a.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Obtains quotes and/or solicits bids for a variety of material, services, and equipment for County departments; compares and evaluates bid documents to ensure compliance with specifications; purchases materials according to approved bid specifications. Conducts public bid openings as required for the purpose of ensuring compliance with established regulations. Utilizes BidSync to electronically advertise bids to the public. Review, evaluates, and monitors department purchase requisitions for proper authorization, specifications and legal compliance, takes responsibility for procuring appropriate items and services. Creates and reviews purchase orders. Arranges travel for County employees by booking hotel and flight accommodations. Prepares and maintains various sales and vendor files. Assists internal and external customers by interpreting laws, policy, codes, and regulations, pertaining to purchasing; answers inquiries both verbally and in writing concerning office operations. Provides training to staff on purchasing procedures. Maintains surplus property records for all County items approved for surplus. Assists Purchasing Agent in organizing and disposing of surplus property. Reviews and date stamps all documents received for Purchasing. Assists Accounts Payables staff when cost discrepancy or other questions arise on invoices regarding purchase orders or employee travel. Prepares and maintains a vendor database by which vendors can be identified by commodity and allowing bids to be automatically e-mailed/mailed. Audits County purchasing card transaction logs for accuracy and adherence to the Purchasing Card and Purchasing ordinances. Reviews indigent burial requests; approves and processes for payment. Responds to other requests from the Purchasing Agent and County Commission as directed. Ensures that all buying and bidding is done in a fair and legal manner; gathers, classifies, and maintains sales information; coordinates with and assists in preparing bid specifications. Prepares and maintains a variety of files and indexes on all purchase orders and bids; reviews mathematical computations on items purchased and bid results. Performs other work as required.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's degree in business administration, economics, accounting, political science, or a related field, AND Two years of experience in a position that has provided a familiarity with program coordination and purchasing practices. OR Any equivalent combination of education and experience.

Thorough knowledge of effective program planning and design; thorough knowledge of report and contract preparation and writing procedures; working knowledge of purchasing and requisitioning methods, practices, and procedures; knowledge of inventory control methods; knowledge of buying and accounts receivable accounting techniques.

Skill in the operation of a computer and computer applications including word processing programs and use of the Internet; skill in the operation of a calculator; skill in typing at 40 wpm.

Ability to prepare/obtain specifications; ability to compare received materials with prescribed specifications; ability to make mathematical computations rapidly and accurately; ability to maintain records and prepare reports; ability to establish and maintain effective working relationships with employees, other government agencies, vendors, elected officials, and the general public; ability to communicate effectively, both verbally and in writing; ability to follow written and verbal instructions.

SPECIAL QUALIFICATIONS May require a valid Utah State driver's license.

TOOLS AND EQUIPMENT USED Telephone; personal computer including Corel & Microsoft, Internet, and ERP system; copy machine; fax machine; calculator.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION CLOSING DATE: OCTOBER 2, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING

REQUIRED