

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Buyer
Job Code: W0710
Pay Grade: WM
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform purchasing and administrative duties related to the procurement of supplies, commodities, and services.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Purchase a variety of supplies, materials, services, equipment, vehicles, and parts for County agencies and departments by telephone, sealed bid, and contract to satisfy the needs of the operational unit of the organization.
- Review purchase requisitions for item descriptions, quantities, adequacy of specifications, and estimate of costs for accuracy and conformance with agency policies.
- Review and prepare procurement specifications for the procurement of equipment, services, and commodities within assigned area of responsibility.
- Confer with requesting agency personnel regarding the adequacy of specifications for commodities, services, or equipment to be purchased to ensure agency needs are met.
- Receive and inspect delivered items to ensure compliance with specifications.
- Prepare and update qualified bidders lists, adding and deleting vendors, to ensure that the information is current and accurate.
- Participate in the tabulation and analysis of bids to determine the lowest and best bidder and issue purchase orders in compliance with agency policies.
- Respond to inquiries regarding procurement and related activities.
- Maintain records and files for requisitioned items, bid analyses, purchase orders, equipment specifications, technical reference information, and vendor catalogues to ensure that the information is current and accurate.
- Prepare required reports.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Working knowledge of procurement practices such as vendor and source identification, pricing methods, bid preparation, contracts, and pricing agreements.
- Working knowledge of County procurement policies, procedures, and regulations.

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- Working knowledge of the operation of computers to maintain files and generate reports.
- Ability to prepare and/or review bid documents and responses for compliance with policies, procedures, conditions, and regulations.
- Ability to prepare purchase orders, contracts, and similar documents.
- Ability to maintain records.
- Ability to prepare reports.
- Ability to work effectively with others.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university with a major in any business field or in Public Administration.

OR

An Associate's Degree from an accredited college or university; and
One year of experience as a purchasing agent or buyer.

OR

Graduation from a high school or possession of a GED Certificate; and
Two years of experience as a purchasing agent or buyer.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.