



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED: 3/1/2004;01/01/06
 01/01/07

JOB TITLE: Buyer I

DEPARTMENT: Finance

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE \$12.85-\$19.34

LEVEL: 15

Responsible for the procurement of materials, equipment and supplies from local and non-local sources for use within various parish operations.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Uses good judgment in negotiating and purchasing materials, equipment, supplies and services from vendors. Coordinates purchases in accordance with applicable rules and regulations. Processes requisitions, obtains quotes, prepares purchase orders and places orders. Coordinates bid advertisements; prepares bid packets and bid openings.
- Interviews vendors for placement on qualified bid list; corresponds with vendors concerning information such as current pricing, quality and availability of materials, equipment, supplies, services; maintains sources of supplies using computerized purchasing system.
- Assists personnel at all levels when requisitioning both routine purchases and higher commodities which require the development of bid invitations and proposals. Edits requisitions from departments; prepares data and material for contract preparation.
- Performs routine and special functions within the Purchasing Department to include collecting parish fees and taxes, copier billing, and assisting with educational outings (Advantage Caddo).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Associate Degree from an accredited college or university in Business Administration, Public Administration, Finance, or related field.
- Two years experience directly related to institutional or governmental purchasing may be substituted in lieu of B.S. Degree.
- Two years of experience in procurement.
- Knowledge of purchasing procedures; ability to use sound judgment in making independent decisions; ability to prepare clear and concise reports; ability to maintain effective working relationships with the public.

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 will experience physical requirements similar to those associated with a business office environment.