

MASSACHUSETTS DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASSIFICATION SPECIFICATION

I. BUYER SERIES:

Buyer I
Buyer II
Buyer III
Buyer IV

APPROVED

JUL 1 1987

Department of Personnel
Administration

II. SUMMARY OF SERIES:

Incumbents of positions in this series review requests for the purchase of supplies and equipment; obtain information concerning availability, appropriateness, etc. of products; provide technical assistance and advice to agency personnel and others; prepare written documents describing goods and services to be provided; maintain records; and perform related work as required.

The basic purpose of this work is to procure supplies, equipment or services as needed for agency operation.

III ORGANIZATIONAL LEVELS:

Buyer I is the entry-level professional job in this series.

Buyer II is the second-level professional job in this series.

Buyer III is the first-level supervisory job in this series.

Buyer IV is the second-level supervisory job in this series.

IV. EXAMPLES OF DUTIES COMMON TO ALL LEVELS IN SERIES:

1. Reviews requests submitted by agency personnel for the purchase of supplies and equipment in order to determine compliance with established procedures and in order to take appropriate action.
2. Obtains information concerning materials, supplies and equipment by interviewing vendors, visiting vendor facilities, attending product demonstrations, reviewing technical literature and inspecting product samples in order to determine availability, appropriateness and suitability of products, to select items to be purchased and to recommend appropriate action.
3. Provides technical assistance and advice to agency personnel, vendors, etc. in order to insure compliance with established procedures.
4. Prepares written documents outlining description of goods and services to be provided including product performance, costs, delivery date and related information in order to meet agency requests.

5. Maintains records of business organizations for the purchase of supplies, materials and equipment in order to facilitate procurement of required products.
6. Performs related duties such as preparing reports.

V. DIFFERENCES BETWEEN LEVELS IN SERIES:

Buyer II:

Incumbents of positions at this level or higher also:

1. Coordinate assigned purchasing functions in order to ensure efficient operations and compliance with established standards.
2. Provide on-the-job training and orientation for employees.

Buyer III:

Incumbents of positions at this level or higher also:

1. Confer with vendors and agency staff in order to exchange information and resolve problems.
2. Monitor assigned agency activities in order to coordinate efforts of staff and to ensure compliance with established standards and agency objectives.

Buyer IV:

Incumbents of positions at this level also:

1. Coordinate assigned unit activities to ensure effective operations, compliance with established standards and to recommend changes in procedures to improve the quality of service.
2. Confer with management staff and others in order to provide information concerning assigned unit activities and to determine work requirements and availability of resources to accomplish goals and objectives.
3. Review reports and documents for accuracy, completeness and content and to take appropriate action to resolve problems.

VI. RELATIONSHIPS WITH OTHERS:

Major work contacts are with agency staff and vendors.

VII. SUPERVISION RECEIVED:

Buyer I:

Incumbents of positions at this level receive general supervision from Buyers or other employees of higher grade who provide training, assign

work and review performance through verbal or written reports for effectiveness and compliance with policies, procedures, laws, rules and regulations.

Buyer II:

Incumbents of positions at this level receive general supervision from Buyers or other employees of higher grade who provide instructions as required, assign work, and review performance through verbal or written reports for effectiveness and compliance with policies, procedures, laws, rules and regulations.

Buyer III:

Incumbents of positions at this level receive general supervision from Buyers or other employees of higher grade who provide policy and procedural guidance, assign work and review performance through written or verbal reports for effectiveness and compliance with agency policy.

Buyer IV:

Incumbents of positions at this level receive general supervision from administrative or other employees of higher grade who provide policy guidance, assign work and review performance through reports and conferences for effectiveness and compliance with agency policy.

VIII. SUPERVISION EXERCISED:

Buyer I:

Incumbents of positions at this level exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 clerical personnel.

Buyer II:

Incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 clerical and other personnel; and exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 clerical and other personnel.

Buyer III:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 professional and other personnel; and may exercise indirect supervision (i.e., through an intermediate level supervisor) over 5-10 clerical and other personnel.

Buyer IV:

Incumbents of positions at this level exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 professional and other personnel; and exercise indirect supervision (i.e., through an intermediate level supervisor) over 5-10 professional and other personnel.

IX. WORKING CONDITIONS:

Buyers are required to travel for job related purposes.

X. QUALIFICATIONS REQUIRED AT HIRE FOR ALL LEVELS IN SERIES:

1. Knowledge of the principles and practices of purchasing.
2. Ability to understand, explain and apply the laws, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
3. Ability to understand and apply agency procedures and guidelines governing the purchase of supplies, materials and equipment.
4. Ability to gather information through questioning individuals and examining records and documents.
5. Ability to read and interpret documents such as contracts, bids, specifications, etc.
6. Ability to prepare general reports.
7. Ability to work accurately with names, numbers, codes and/or symbols.
8. Ability to use charts, graphs and tables.
9. Ability to analyze and determine the applicability of data, to draw conclusions and to make appropriate recommendations.
10. Ability to assemble items of information in accordance with established procedures.
11. Ability to determine proper format and procedure for assembling items of information.
12. Ability to communicate effectively in oral and written expression.
13. Ability to maintain accurate records.
14. Ability to follow oral and written instructions.
15. Ability to give oral and written instructions in a precise, understandable manner.

16. Ability to establish and maintain, harmonious working relationship with others.
17. Ability to deal tactfully with others.
18. Ability to adjust to changing situations to meet changing program or production requirements.
19. Ability to work independently.
20. Ability to exercise sound judgment.

Additional qualifications required at hire for Buyer II and higher positions:

1. Knowledge of the methods of general report writing.

Based on assignment, the following qualifications may be required at hire for Buyer II positions:

1. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available sources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Buyer III and higher positions:

1. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available sources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.

Additional qualifications required at hire for Buyer IV positions:

1. Knowledge of the principles, practices and techniques of supervision.

XI. QUALIFICATIONS ACQUIRED ON JOB AT ALL LEVELS IN SERIES:

1. Knowledge of the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.

2. Knowledge of state purchasing procedures including terminology.
3. Knowledge of state accounting procedures including terminology.
4. Knowledge of the types and uses of agency forms.

XII. MINIMUM ENTRANCE REQUIREMENTS:

Buyer I:

Applicants must have at least (A) one year of full-time, or equivalent part-time, professional, or paraprofessional experience in purchasing work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

An Associate's or higher degree with a major in business administration or business management may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Buyer II:

Applicants must have at least (A) two years of full-time, or equivalent part-time, professional or paraprofessional experience in purchasing work, and (B) of which at least one year must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in business administration or business management may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor's or higher degree with a major in business administration or business management may be substituted for the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

Buyer III:

Applicants must have at least (A) three years of full-time, or equivalent part-time, professional or paraprofessional experience in purchasing work, and (B) of which at least two years must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in business administration or business management may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's or higher degree with a major in business administration or business management may be substituted for a maximum of one year of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience. Substitutions will be permitted for a maximum of one year of the required (B) experience.

Buyer IV:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional or paraprofessional experience in purchasing work, and (B) of which at least three years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisory capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

- I. An Associate's degree with a major in business administration or business management may be substituted for a maximum of one year of the required (A) experience.*
- II. A Bachelor's or higher degree with a major in business administration or business management may be substituted for a maximum of one year of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

XIII. SPECIAL REQUIREMENTS:

None.

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