

Title: Buyer	Effective Date: May 11, 2012	Grade: XII	Job Category: Technician
Prior Title: Buyer	Prior Effective Date: August 24, 2007	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the preparation of bids in accordance with purchasing procedures for the purchase of quality supplies and equipment at fair and reasonable costs.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Prepare bids to assure procedures are followed.
- Monitor all bid proposals for required specifications.
- Maintain communication with vendors.
- Interview sales representatives.
- Locate sources of various commodities and take telephone quotations, determine low bidder and place order.
- Monitor Department's Purchasing Card Program.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Advanced training or experience in related field.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.

