

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**BUYER**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to provide services for the purchase, lease, and/or sale of commodities, products, and services. Work is performed by reviewing and editing bid specifications, developing selection criteria and vendor requirements, and selecting terms and conditions for bid packages to ensure protection of state-interest.

There are five classifications in this job.

**Position Code Title – Buyer (Departmental Trainee)-E**

**Buyer (Departmental Trainee) 9**

This is the entry level and serves as a parallel classification to the Buyer 9 for classified state employees who do not possess a degree. The work performed is identical to an entry-level Buyer 9; i.e., the employee carries out a range of professional buyer assignments while learning the methods of the work.

**Position Code Title – Buyer-E**

**Buyer 9**

This is the entry level. The employee carries out a range of professional buyer assignments while learning the methods of the work.

**Buyer 10**

This is the intermediate level. The employee performs an expanding range of professional buyer assignments in a developing capacity.

**Buyer P11**

This is the experienced level. The employee performs a full range of professional buyer assignments in a full-functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title – Buyer-A**

**Buyer 12**

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

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**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Reviews requisitions for accuracy of description of products, services, and modifies departmental specifications and award criteria.

Conducts surveys of purchase levels and forecasts to purchases and sales.

Investigates sources of supply for certain commodities and obtains information on new products to meet designated needs.

Approves requests for proposals, quotations, and the issuance of formal purchase requisitions.

Evaluates bids and makes recommendations for awards.

Prepares statistical data and compiles other technical information relating to contract preparation.

Works with department officials in selecting and procuring appropriate space and contacting prospective lessors.

Works with bidders, contractors, and other vendors to resolve difficulties which arise during and after the procurement and/or sales process.

Maintains records, and prepares reports and correspondence relative to the work.

Performs related work as assigned.

**Additional Job Duties**

**Buyer 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

**Buyer 12 (Senior Worker)**

Performs on a regular basis professional buyer assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

**JOB QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of buying.

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Knowledge of current markets and trade conditions.

Knowledge of the regulations and procedures of state governmental purchasing, leasing and/or selling.

Knowledge of business methods and practices.

Knowledge of specifications, terms and conditions, selection criteria, requisitions, contracts, purchase orders, invoices, and delivery reports.

Knowledge of the methods of competitive bidding and the sources of supply.

Knowledge of state laws, and legal documents used in the purchase, transfer and sale of real estate and buildings.

Knowledge of processes used in competitive negotiations for specific services.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Ability to read and interpret blueprints, specifications, property descriptions, requisitions, purchase orders, invoices, and delivery reports.

Ability to maintain records, and prepare reports and correspondence related to the work.

**Additional Knowledge, Skills, and Abilities**

**Buyer 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

**Working Conditions**

Some jobs require travel

**Physical Requirements**

None

**Education**

Possession of a bachelor's degree in any major.

**Experience**

**Buyer 9**

No specific type or amount required.

**Buyer 10**

One year of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer 9.

**Buyer P11**

Two years of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer, including one year equivalent to a Buyer 10.

**Buyer 12**

Three years of professional experience in the purchase, lease or sale of goods, services, or real estate equivalent to a Buyer, including one year equivalent to a Buyer P11.

**Education and Experience for Buyer (Departmental Trainee) 9**

**Education**

Educational level typically acquired through completion of high school.

**Experience**

**Administrative Support Experience**

Two years of E10- or E11-level experience.

OR

Four years of advanced or supervisory 9-level, or Senior Executive Management Assistant 9 experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

**Business and Administrative Experience**

Two years of E9- or E10-level experience.

OR

One year of advanced or supervisory 10-level (or higher) experience.

**Human Services Experience**

Two years of E9- or 10-level paraprofessional\* or nursing experience.

OR

Two years of E10- or E11- or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

**Engineering and Scientific Experience**

Two years of E10-, E11-level or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

**Safety, Security and Regulatory Experience**

Two years of E11-level experience.

OR

Two years of advanced or supervisory 10-level experience.

OR

One year of advanced or supervisory 11-level (or higher) experience.

\*Paraprofessional classifications are those requiring an associate's degree or two years of college.

**Educational Substitution**

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

**Special Requirements, Licenses, and Certifications**

None

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

BUYER

**Job Code Description**

Buyer

**Position Title**

Buyer (Departmental Trainee)-E  
Buyer-E  
Buyer-A

**Position Code**

BUYERTRE  
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**Pay Schedule**

NERE-002P  
NERE-174  
NERE-180