

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**BUYER MANAGER**

**JOB DESCRIPTION**

Employees in this job direct the work of subordinate personnel involved in a variety of assignments providing services for the purchase, lease, and/or sale of commodities, products, and services. The employee, under general or administrative supervision, works within general methods, procedures, and exercises considerable independent judgment to select proper courses of action.

There are five classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

**Position Code Title - Buyer Manager-1**

**Buyer Manager 12**

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title - Buyer Manager-2**

**Buyer Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Buyer Manager-3**

**Buyer Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title - Buyer Manager-4**

**Buyer Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

## **Position Code Title - Buyer Manager-5**

### **Buyer Manager 16**

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction, a third-line professional manager of professional positions in a complex work area, a third-line manager of professional positions in a standard work area receiving executive direction, or a fourth-line professional manager of professional positions in a standard work area.

### **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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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

Performs the more sensitive and complicated buying, leasing, and/or selling assignments.

Evaluates bids and makes recommendation for awards.

Selects the list of approved vendors to solicit for bids and awards purchase to lowest bidder who meets conditions as to specifications, delivery date, and other conditions.

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

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12 level, thorough knowledge is required at the 13-15 levels, and extensive knowledge is required at the 16 level.

Knowledge of the policies, procedures, and regulations of buyer programs, including such functions as purchasing, leasing, and selling.

Knowledge of specifications, requisitions, purchase orders, invoices, payment vouchers, and delivery reports.

Knowledge of current markets and trade conditions.

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

Considerable knowledge of business methods and practices.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.  
Knowledge of equal employment opportunity practices.  
Ability to instruct, direct, and evaluate employees.  
Ability to analyze and appraise facts and precedents in making management decisions.  
Ability to develop procedures and methods.  
Ability to organize, evaluate, and present information effectively, both verbally and in writing.  
Ability to maintain favorable public relations.  
Ability to communicate effectively

### **Working Conditions**

Some jobs require travel.

### **Physical Requirements**

*None*

### **Education**

Possession of a bachelor's degree in any major.

### **Experience**

#### **Buyer Manager 12**

Three years of professional experience equivalent to a Buyer, including one year equivalent to a Buyer P11.

#### **Buyer Manager 13 - 15**

Four years of professional experience equivalent to a Buyer, including two years equivalent to a Buyer P11 or one year equivalent to a Buyer 12.

#### **Buyer Manager 16**

Five years of professional experience equivalent to a Buyer, including one year equivalent to a Buyer Manager 15.

OR

Six years of professional experience equivalent to a Buyer, including two years equivalent to a Buyer Manager 14.

OR

Seven years of professional experience equivalent a Buyer, including three years equivalent to a Buyer Manager 13.

### **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**

**Job Code Description**

BUYERMGR

BUYER MANAGER

**Position Title**

**Position Code**

**Pay Schedule**

Buyer Manager-1

BUYRMGR1

NERE-180

Buyer Manager-2

BUYRMGR2

NERE-182

Buyer Manager-3

BUYRMGR3

NERE-186

Buyer Manager-4

BUYRMGR4

NERE-188

Buyer Manager-5

BUYRMGR5

NERE-189

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