



## Buyer II

### Lake County Forest Preserves

**Contact Name:** Laurel Diver

**Contact E-mail:** ldiver@LCFPD.org

**Contact Phone:** 847-968-3242

**Closing Date:** 2018-01-29

**Salary:** \$52,209 - \$65,288 - \$78,367

#### **Description:**

Application Deadline: Monday, January 29, 2018 at 5:00 pm

#### SUMMARY

The Buyer II is responsible for identifying the best methodologies that will achieve the District's strategic goals and add value through the sourcing and purchase of goods and services. Reviews, develops and consults with project managers on technical specifications of products and services desired. Is responsible for locating sources of supply, interviewing prospective suppliers and/or bidders, and negotiating contracts. Ensures best value purchasing through analysis, document coordination and ensures compliance recommending and processing requisitions and purchase orders.

#### ESSENTIAL FUNCTIONS

Analyzes department requests and makes recommendations to project managers on the appropriate procurement method. Manages formal solicitation processes. Develops, prepares and publishes bid documents and schedules. Presides at pre-bid/pre-proposal conferences and public openings of bids/proposals. Prepares bid comparisons and agenda items. Makes recommendations for bid award and implements award documents. Performs contract administration, including serving as a liaison between vendors and departments, compliance with contract terms and conditions, negotiation of contract amendments, extensions, renewals and change orders. Analyzes procurement activities and makes recommendations for improvements based on more efficient methods, automation, privatization, quantity discounts, standardizations, value analysis, inter-governmental, and cooperative purchasing. Conducts follow-up with vendors before and after contract award including, securing certificates of insurance, bonds and conformity with applicable laws. Obtains quotes and reviews requisitions for adherence to District Purchasing Policy and Procedures. Ensures compliance with Federal, State and Local laws, statues and policies related to procurement. Trains District staff on purchasing software programs. .Audits materials and services for purchase price and quality to ensure proper compliance with contracts. Responds to Freedom of Information (FOIA) requests. Recommends contracts for and manages the disposal process of surplus vehicles, equipment and other assets. Drives a motorized vehicle to travel to different locations. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting. Performs lifting tasks up to 25 pounds.

## EXPERIENCE

Bachelor's Degree in Finance, Business Administration, Public Administration, or Business Law. Three years of purchasing experience. One year acquired in a public or governmental purchasing position. Working knowledge of budgeting, financial statement interpretation and maintenance of procurement records. Excellent oral and written communication skills. Ability to collect, compile and analyze facts and exercise sound judgment in arriving at conclusions and translating observations and results into clear, concise reports. Certified Professional Public Buyer (CPPB) preferred, or the ability to obtain the CPPB within three (3) years of hire. Must possess a valid driver's license.

## HOW TO APPLY AND APPLICATION DEADLINES

Interest in Forest Preserve employment can only be expressed by submitting a Forest Preserve Employment Application. Applications are accepted online at [www.LCFPD.org](http://www.LCFPD.org). Applications are accepted only for posted positions. A completed application must be submitted by Monday, January 29, 2018 at 5:00 pm.