

Employer:	City of Plano
Job Title:	Buyer Supervisor
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	
Salary Range:	40,440 - 58,639
Job Location:	City of Plano
Relevant Work Experience (Time):	2 - 5 yrs
Relevant Work Experience (Education/Position):	Experienced (Non-Manager)
Education Level:	Bachelor's Degree
Job Description:	The Buyer Supervisor is responsible for the specification development, bidding process, contract administration of all bids and contracts, from inception through termination, and assigned day-to-day standard buying, for the purchase of supplies, services and materials for selected City departments as directed. The Buyer Supervisor supervises the work activities of assigned staff and provides advanced level guidance regarding Purchasing procedures, policies, and requirements.
Special Requirements	Requires ability to effectively supervise assigned staff and provide advanced purchasing guidance. Requires effective verbal and written communication skills. Requires basic computer skills in Microsoft Office Products. Ability to analyze detailed bidding documents. General knowledge of procurement software. Requires ability to effectively negotiate contracts and resolve conflicts with vendors. Requires ability to review evaluation matrixes and make recommendation for award.
Contact Person:	Diane Palmer-Boeck, CPPO, CPPB
Contact Phone:	972-41-7136
Contact Email:	dianep@plano.gov
Employer Web Site:	www.plano.gov
Confirmation	Send a copy of the form data to your own email address.