



**KENTON COUNTY AIRPORT BOARD
invites applications for the position of:**

Buyer

CLOSING DATE:

Open Until Filled

CLASS SUMMARY:

Responsible for issuing and evaluating quotes and bids to determine the best overall competitive offering for products and services, procurement of these products and services, and follow-up on receipt of and payment of said products and services.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs buying activities consisting of: creating orders through Min/Max report, processing requisition requests, interviewing sales reps, negotiating with suppliers, issuing and analyzing quotes, selecting suppliers, issuing purchase orders, handling supplier issues, and creating and maintaining appropriate records.
- Secures long-term firm, fixed pricing from selected suppliers and creates Oracle "auto source" rules.
- Assists with the public procurement process for products and services.
- Follows-up on past due purchase orders and/or missing requisitions. Performs supplier liaison work, reviews order status, telephones, emails and faxes suppliers, reconciles shipping errors, and secures return authorizations when required.
- Serves as an information resource to staff in the use of Oracle and other systems.
- Performs other duties of a similar nature and level as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree in a related field to the area of assignment and five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Oracle experience preferred.

LICENSING/CERTIFICATIONS:

- Incumbent must be eligible to obtain and maintain Security Identification Display Area (SIDA) clearance.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Procurement policies and procedures.

SKILL IN:

- Clearly and effectively communicating, and advocating, both orally and in writing;
- Use of a variety of computer-based technologies including word processing, and spreadsheets;
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.

ABILITIES:

Positions in this class typically require: standing, walking, talking, hearing, seeing and repetitive motions. Sedentary Work: exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Operator - Buyer Supplemental Questionnaire

- * 1. Do you have five years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job?

Yes No

- * 2. Do you have experience using Oracle?

Yes No

- * Required Question

Interested candidates can obtain more information and apply at www.cvgairport.com/jobs.

The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.