Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Buyer

JOB CODE	JOB FAMILY	PROFILE
JCP204	**Business Services & Support**	**Buyer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 14, 2026**

The Buyer performs a wide range of procurement functions, including the moderate- to high-volume purchasing of goods and services. This role reviews and coordinates purchase requests, solicits informal quotes and formal bids (RFBs), and oversees projects within the assigned signature authority. The Buyer may also provide guidance to lower-level procurement staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Issues Purchase Orders, Requests for Bids (RFBs), and other procurement-related documents for goods and services.
- Evaluates and analyzes technical data to determine the responsiveness and compliance of bids.
- Serves on procurement evaluation committees and coordinates pre-bid meetings for formal procurements to ensure an open and effective procurement process.
- Interviews vendors and negotiates pricing structures, product/service quality, and warranties.
- Prepares and analyzes bid and proposal summaries to ensure adherence to purchasing procedures. Assists with the maintenance, routing, and reporting of contracts.
- Stays current with State and County procurement regulations. Provides training and guidance to internal departments and the public on procurement policies, bid specifications, contract development, and compliance issues.

- Conducts audits of procurement files, including RFBs, RFPs, change orders, requisitions, and emergency/sole source logs for accuracy, completeness, and quality assurance.
- Prepares written reports and distributes them to departments and staff as needed.
- Oversees the electronic Vendor Registration Program and manages the cash receipting process.
- Attends meetings related to procurement responsibilities; provides technical assistance to departments, suppliers, and other stakeholders.
- Fills in for other Buyers as needed.
- Approves purchases within the designated authority and ensure compliance with insurance requirements, obtaining certificates of insurance when applicable.
- Maintains procurement-related systems and manual files. Trains purchasing staff, department users, and vendors on procurement systems and processes.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration or a related field.
- Two (2) years of related work experience in a professional level in purchasing, asset management auditing, disposition, or a related field.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential duties are typically performed indoors but may occasionally require outdoor work under various weather conditions.
- Work is primarily conducted in temperature-controlled environments, though on-site inspections may expose the employee to varying temperatures and weather conditions.
- Work surfaces are generally dry and level (carpet or tile). However, project or site inspections may involve uneven terrain, asphalt, concrete, or natural surfaces that may be dry or wet.
- Work is often performed independently, with or without direct supervision.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled include files, forms, reports, paperwork, and a variety of general office supplies.
- A County vehicle (automobile or van) may be used for site visits and project inspections.