
NAME

DATE

**LEAD BUYER
QUALIFICATIONS QUESTIONNAIRE**

INSTRUCTIONS TO APPLICANT: Please complete this questionnaire by **typing or clearly printing** your answer to **each** question. This information will be used as part of the testing process for ***Lead Buyer***.

NOTE: Please review the vacancy announcement carefully before completing this Qualifications Questionnaire.

1) Please tell us why you feel you are qualified for this position?

2) Describe your experience in the purchasing of supplies, services, and equipment for a public organization.

3) Describe your experience preparing, reviewing, and conducting bids in accordance with appropriate laws.

4) Describe in detail your experience and ability to interpret Education Codes, Public Contract Codes, and Government Codes.

5) Describe your experience in completing request for purchases from the Requisition through the close of the Purchase Order.

6) Describe your experience analyzing, reviewing, and interpreting technical construction and service contracts.

7) Describe in detail your experience with training others on complex and technical subject matters.