

BUYER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs duties involved in the purchasing of materials, supplies, services and equipment for the City; receives, reviews and analyzes bid proposals from suppliers and selects successful vendors; prepares a variety of specifications, purchase orders and contracts for City services, supplies and equipment; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Write RFPs, RFQs, technical specifications, complex, substantive contracts, bid tabulations, purchase orders, reports and correspondence; edit product specifications submitted and write new product specifications when required.
2. Administer formal/informal request for proposals packages and bids; evaluate bids against specifications and recommend purchase or award of contract in accordance with policies.
3. Determine successful bidders, set up City/supplier contractual conditions, act as liaison between City and vendors, and perform contract administration duties.
4. Participate in the development and implementation of goals and objectives as well as policies and procedures relating to the purchase of materials, supplies, and equipment and contracting for services; make recommendations for changes and improvements to existing standards, policies, and procedures; monitor work activities to ensure compliance with established policies and procedures.
5. Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.
6. Receive, review for completeness and accuracy, and analyze purchase requisitions; review requisitions to insure that budgeted amounts will not be exceeded.
7. Confer with various department representatives and other authorized personnel to determine purchasing needs, requests and specifications; develop or assist in the development of specifications for supplies, materials, services, and equipment.
8. Interview vendor representatives to evaluate products and services, to obtain price trends, to obtain comparative information, and to establish potential sources of supply.
9. Confer with suppliers or manufacturers in order to acquaint them with purchasing policies and procedures and obtain information on required goods and services.
10. Maintain current and complete lists of suppliers and information on their products based on previous purchases and market research.

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11. Assist in maintaining an accurate fixed assets inventory; conduct annual warehouse, stores, and fixed assets inventory; develop records and procedures for inventory control.
12. Evaluate actual value and negotiate trade-in allowances, sale, auction or other disposition of City property.
13. Provide training on a variety of matters including purchasing procedures, changes in policy, and invoice processing.
14. Investigate complaints and problems with purchase orders and contracts; secure adjustments; resolve invoice and payment problems.
15. Maintain records concerning operations and programs; prepare reports on operations and activities to communicate and document status and issues.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a purchasing program.
- Principles, practices, and procedures of purchasing including competitive bidding methods and bid preparation, solicitation, award, and evaluation to assure compliance with specifications.
- Principles, practices, and techniques of contract administration and negotiation.
- Sources and types of equipment, supplies, and services used by a municipality.
- Basic accounting procedures and business practices applicable to the purchasing function.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize and coordinate the work of the purchasing function.
- Recommend and implement goals, objectives, policies, and procedures for providing purchasing programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply federal, state and municipal purchasing laws and procedures.
- Conduct research, gather and evaluate complex technical data and make recommendations.
- Participate in the preparation and administration of assigned budgets.
- Negotiate cost effective purchasing contracts based on quality, quantity, and price.
- Design, implement, and maintain record keeping and inventory systems.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Plan and organize work to meet changing priorities and deadlines.

- Prepare clear and concise reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in business or public administration, marketing or a related field.

Experience:

Four years of increasingly responsible experience in purchasing a variety of supplies, materials, services, and equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created January 2001

Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.