

BUYERDEFINITION

Under general supervision, performs a variety of activities related to centralized purchasing such as canvassing prices, abstracting bids, and buying standard supplies and materials, in accordance with the City's Charter and Municipal Code.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares specifications, bid requests, Requests for Council Action and other necessary documents. Solicits price quotations from vendors. Receives requisitions and determines sources of supply; locates sources of supply and places orders. Compares costs and evaluates quality and suitability of supplies and materials. Interviews and corresponds with vendors and other representatives. Negotiates contracts and assists departments in managing compliance for the extent of the contract. Keeps informed of market conditions and trends. Gains knowledge of the operations of City departments and provides guidance/training to departmental officials and staff on purchasing processes and needs, when appropriate. Examines and processes requisitions. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey level, non-supervisory classification performing responsible purchasing functions for the City. This class is distinguished from the lower class of Assistant Buyer by the Buyer's greater autonomy and complexity of assignments. Supervising Buyer, the next higher classification, also performs advanced purchasing functions but also supervises employees in the unit.

MINIMUM BASIC QUALIFICATIONS

Three years experience involving the purchasing of a high volume of a variety of materials for use rather than for resale (preferably government purchasing experience) college education in a related field or C.P.M. may be used in combination with experience to meet the minimum qualifications or any other equivalent combination of education and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: purchasing practices and concepts; identification and maintenance of supply sources; centralized and decentralized purchasing; quality control and value analysis techniques; evaluation of vendor capacity, capability and performance; contract negotiation and coordination; bid preparation, solicitation, award and evaluation to assure economics of price, standardization of specifications, quality control and competitive bidding; contract law, contract administration, prerequisites of a valid contract, legal powers and capacity to negotiate contracts; tax obligations; the uniform commercial code; office procedures; accounting and budgetary controls; statistical analysis and market research techniques.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Access, and Excel.

Ability to: type at a corrected speed of 20 words per minute; interact in person, by phone, or e-mail with personnel at all organizational levels in a high volume environment with a consistent, professional demeanor on a daily basis; function in situations requiring negotiation and/or persuasion; act as liaison to advise and/or resolve differences between agencies/departments, purchasing and/or vendors; communicate effectively and efficiently both orally and in writing; establish and maintain effective working relationships with vendors, contractors, the general public and other City employees.

SPECIAL WORKING CONDITIONS

Willingness and ability to work evenings, weekends, and different work schedules as needed.

DESIRABLE CHARACTERISTICS

The successful performer is self motivated and persistent in pursuing information. S/he is pleasant, courteous and helpful when dealing with others, even in difficult situations. This individual is conscious of cost factors and works towards providing the best equipment and supplies for the City at the most reasonable cost without sacrificing quality. This person is patient and customer service oriented.

Class title established per Council Resolution No. 63-145,
effective 9-1-63

Revised: 1/98, 1/01

Reviewed: 08/08

ADA Approved: 08/08