

CLASS TITLE: BUYER

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible purchasing work in the procurement of materials, equipment, and services involving major expenditures and utilizing a formal competitive sealed bid system, and other related assigned duties.

ESSENTIAL TASKS:

- Negotiates annual purchasing contracts for all City departments
- Reviews and makes coding corrections to requisitions submitted by various departments for such items as automobiles, heavy equipment, zoological specimens, professional services, building and equipment repair, and other major expenditures
- Prepares written specifications on various materials to be purchased
- Reviews the market for price and availability of materials
- Prepares sealed bids for major purchases
- Sells obsolete and surplus City equipment to the highest bidder
- Assists other departments with codification of goods and services and purchase and delivery problems
- Selects vendors for Request For Quote (RFQ) and purchase
- Distributes pertinent purchase information to departments
- Maintains various records and files related to the procurement and sales of materials and equipment
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in purchasing management, business administration, public administration or a related field and two (2) years of responsible purchasing experience in a governmental or private purchasing system, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of volume buying; good knowledge of sources of supply, markets, and price trends; basic knowledge of economics, business law, accounting, warehouse receiving, annual contract procedures; good knowledge of methods of analyzing and grading supplies and materials; and some knowledge of the laws, ordinances, and other requirements governing the purchase of commodities. Ability to prepare specifications for equipment and materials, and to compare and analyze competitive bids; ability to maintain accurate records; ability to make difficult decisions from all available information regarding major purchases; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; frequent lifting and carrying up to 20 pounds; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to standing, walking, sitting, reaching, balancing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2583

EEO Code: N-02

Pay Group: AT-32

Group: Fiscal

Series: Purchasing and Stores

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Effective date: December 1, 2000