

CLASS TITLE: SENIOR BUYER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for negotiating the procurement of major purchases and annual contracts involving materials, equipment, and services; exercises general supervision over a group of clerks and buyers; and performs other related assigned duties.

ESSENTIAL TASKS:

- Negotiates major annual purchasing contracts for all City departments
- Provides daily supervision over a clerical staff engaged in routine clerical work utilizing a formal, competitive sealed bid system
- Processes and records requisitions and purchase orders
- Prepares bid specifications
- Coordinates and approves purchases and sales, including the sale and disposal of City owned surpluses
- Coordinates the development and use of a computerized purchasing system
- Develops and implements purchasing procedures
- Acts as Purchasing Agent during supervisor's absence
- 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 or public administration, or related field, and three (3) years of progressively responsible experience in purchasing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of purchasing practices and procedures; considerable knowledge of procurement practices and resources; considerable knowledge of modern office practices and procedures; and good knowledge of statutes, charters, and ordinances as they relate to public purchasing. Ability to plan, organize and review the work of a small staff performing purchasing work; ability to prepare specifications for volume purchases of equipment, materials and services; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting up to 10 pounds; occasional pushing up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, handling, 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: 2029

EEO Code: E-02

Pay Code: EX-36

Group: Fiscal

Series: Purchasing and Stores

Effective date: March 13, 2003