BUYER

DEFINITION
Under general supervision, procures materials, supplies, equipment and services for the City.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Procures materials, supplies, equipment and services at lowest and best cost for the City;
- Processes requisitions and initiates procurement procedures;
- Secures quotations and informal bids by written correspondence, emails, phone or fax; writes specifications and prepares bid packages for formal quotations;
- Orders materials, supplies, equipment and services according to City ordinances and standards.
- Conducts cost and price analysis for evaluation of quality of goods;
- Interviews vendors for products, qualifications, performance and contractual terms;
- Selects and maintains vendor information and records for solicitations;
- Establishes and maintains relationship with vendors and contractors;
- Attends and conducts informal bid openings;
- Issues and maintains purchasing records and compiles reports and related documents.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of commercial or public buying methods and techniques, strategic planning techniques, file keeping and records management techniques, and of inventory control principles;
- Skilled in researching and comparing cost versus quality analysis, establishing the bid process according to City ordinances and standards, following and providing oral and written instructions in English, and in establishing and maintaining positive and productive working relationships;
- Ability to perform essential duties with minimum supervision, to effectively communicate verbally and in writing with all levels of staff and public;
- Proficient in the operating a personal computer, electronic devices, MS Office software and other industry related software to complete assigned duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 30 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) years of progressively responsible experience in commercial buying or purchasing for a municipal agency or large organization OR an equivalent combination of education and experience.