BUYER

NATURE OF WORK

This is responsible, specialized work performing purchasing activities for all City departments.

Work involves responsibility for procuring a wide range of goods, services, equipment, construction, and professional services for all City departments. The position requires the exercise of some independent judgment, impartiality, and initiative within applicable purchasing polices and practices. Work is performed under the general supervision of the Purchasing Agent

EXAMPLES OF WORK PERFORMED

Coordinates development, implementation, and monitoring of purchasing projects by preparing bid/contract documents consistent with applicable laws, policies, and procedures

Prepares term contracts for commodities and services coordinating purchasing efforts of various departments.

Evaluates responses to City solicitations and recommends appropriate purchase based upon applicable laws, policies, and procedures.

Oversees evaluation process for Requests for Proposals; negotiates term contract extension pricing and negotiates understandings of contracts when differences arise in bidding situations.

Conducts pre-bid conferences and bid openings; meets with vendors and City staff regarding purchases; assembles bidders list; coordinates City's purchases with other cooperative purchasing efforts.

Surveys market to determine competitive pricing; surveys and coordinates with other jurisdictions for efficient and economical purchasing methods and purchases.

Makes or assists in making recommendations for purchases; researches, compiles and analyzes data for responding to bid protests and investigates dissatisfaction with services and goods provided by contractors; recommends termination of contracts due to contractor non-performance.

Assures compliance with proper bonding, grant, labor, legal, and insurance requirements; prepares change orders

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of public purchasing practices and contract document writing.

Knowledge of business and accounting related principles and practices.

Knowledge of the terminology and requirements of a wide variety of municipal operations, their supplies, equipment, and services.

Knowledge of required spreadsheet, data base, and word processing applications.

Ability to effectively coordinate and manage multiple projects, many of which are professional service projects.

Ability to analyze complex purchases and various quantities, unit costing, and quality of goods or services purchased.

Ability to establish and maintain effective working relationships with co-workers, government officials and vendors.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in business administration, public administration, accounting or related field and experience in governmental purchasing activities.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in business administration, public administration, accounting or related field and some experience in governmental purchasing activities; or any equivalent combination of training and experience which provide the desirable knowledge, abilities and skills.

Approved by: _____ _____
Department Head Personnel Director

6/2006

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