



Office of Human Resources  
Buyer Senior - CA0979  
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### General Statement of Duties

Performs full performance, professional purchasing work obtaining goods and services of all types by applying professional public purchasing standards and applicable City laws, policies and procedure.

### Distinguishing Characteristics

The Senior Buyer performs full performance professional purchasing work in the procurement of goods and services. This class is distinguished from the Associate Buyer which performs standard level purchasing work that performs routine procurement work, and is distinguished from Buyer Supervisor which supervises professional City purchasing staff working in specialized areas that coordinate the procurement of goods and services of all types.

### Level of Supervision Exercised

By position, performs lead work.  
By position, supervises clerical staff.

### Essential Duties

Independently evaluates and reviews complex purchasing specification for one-time and term bids to determine the method of procurement; consult with internal customers; and select a list of qualified bidders.

Works with vendors to verify price quotations and obtain product information. Confirms proper bonding, liquidated damages and insurance provisions.

Develops and writes non-discriminatory and non-proprietary bid and contract terms and conditions. Ensures that bonding, licensure, insurance, specific performance and other complex bid terms and conditions are maintained for the life of the contract.

Investigates and mediates agency and vendor disputes, facilitates timely vendor payments and prepares notices of vendor default and termination.

Awards complex purchase orders, one-time specialty bids and annual requirement contracts, and authorizes emergency procurements.

Analyzes complex sole-source, professional preference and other complex bidding exception requests and recommends approval or disapproval based on research and knowledge of commodities or service.

Explains the procurement process to agency staff, including approval of specification, introduction of new vendors and products, and procedures training.

Conducts vendor site visits and evaluates vendor capability and references.

Communicates procurement status to agencies and vendors and utilizes bidder and commodity databases and other sources of relevant information.

Independently represents the Purchasing Division to City-wide committees, City agencies and community groups affected by purchasing policy and by the procurement process. Chairs evaluation committees and provides procedural and policy guidance to ensure a proper process. Prepares and evaluates score sheets and evaluates committee disclosure statements for dissemination.

Develops solutions to problems of unusual complexity. Performs analytical work in the area of life-cycle costing and bid evaluations. Develops specification procedures or reports for items or equipment.

By position, provides training and assistance to lower level staff.

By position, directs and coordinates the disposition of City surplus personal property by providing public information, auctions, sealed bids, direction to assigned professional staff and supervision of warehouse clerical staff.

By position, supervises clerical positions, including work review and assignment, employee discipline, resolves problems, and develops and evaluates employee performance using the performance enhancement plan.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of the public purchasing process and of procurement specifications sufficient to be able to prepare competitive solicitations.

Knowledge of requirements placed on vendors for City purchasing sufficient to be able to evaluate vendor capabilities and references.

Skill in researching and assessing liability risk and providing suitable insurance coverage for services or commodities being purchased.

Skill in processing bids, purchases and contracts in a timely manner.

Skill in analyzing and researching requests for a variety of commodities and services.

Skill in the issuance and evaluation of Requests for Proposal for the goods or services being purchased.

### **Education Requirement**

Bachelor's Degree in Business, Public Administration, Management, or a related field.

### **Experience Requirement**

Three (3) years of professional experience in diversified or large scale governmental or commercial purchasing.

### **Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Work is primarily performed in an office setting and frequently at other locations for meetings.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Handles emergency or crisis situations.

Possible night and weekend work.

Subject to traffic, roadways, and pedestrians.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

### **Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sounds by the ear.

Talking: expressing or exchanging ideas by means of spoken words.

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Repetitive motions: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Pushing: exerting force upon an object so that the object is moved away.

Pulling: exerting force of an object so that it is moving to the person.

Crouching: bending body downward and forward by bending legs.

Kneeling: bending legs to come to rest on one or both knees.  
Stooping: bending the body by bending spine at the waist.  
Eye/hand/foot coordination: performing work through using two or more.  
Climbing: ascending or descending objects usually with hands/feet.  
Balancing: maintaining body equilibrium to prevent falling over.  
Crawling: moving about on hands and knees or hands and feet.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Far Acuity: ability to see clearly at 20 feet or more.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distances and space relationships.  
Field of Vision: ability to see peripherally.  
Color Vision: ability to distinguish and identify different colors.  
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: A-810**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date:**  
**Revised By:**  
**Class History:**