



Office of Human Resources
Buyer Staff - CA1004
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General Statement of Duties

Trains in the application of professional standards to coordinate procurement of goods and services of all types and to apply City guidelines and signature authority on cost, quality and delivery.

Distinguishing Characteristics

The Staff Buyer class is entry level in the professional buyer series that trains in the application of professional standards to coordinate procurement of goods. This class is distinguished from the Associate Buyer class which performs standard level professional purchasing work obtaining goods and services, and is distinguished from the Purchasing Technician class which is trained and/or skilled in the technical aspect of the procurement of goods and services.

Level of Supervision Exercised

None

Essential Duties

Organizes purchases request data, provides advice to requisitioning departments, and reviews requisitions for accuracy prior to processing internal purchasing forms.

Researches best prices and availability if not on bid contracts and determines the best way to expedite purchases

Learns to review and analyze procurement specifications and trains in purchase bid preparation.

Confers with vendors to obtain price and product information.

Trains in the application of non-discriminatory contract terms and conditions and learns how to apply bonding, insurance, licensure and other specialized bid requirements.

Trains in agency/vendor dispute resolution and in City purchasing and requisitioning controls, including prompt payment to vendors and application of standards for cost, quality and delivery.

Works with supervisor to award purchase orders, authorize awards of annual requirements contracts and train in procedures for one-time, sole-source and other specialized bid requests.

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

Communicates procurement status to vendors and develops bidder and commodity databases and other libraries of relevant information.

Accompanies supervisor and other purchasing staff on vendor site visits and trains in educational techniques for groups affected by the procurement process.

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.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Knowledge & Skills

Skill in researching and analyzing information related to the work assignment.

Education Requirement

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

Experience Requirement

None

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

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

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.):

Sitting: remaining in the normal seated position.

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

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

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-616

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: