



Office of Human Resources
Buyer Staff - LA1472
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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.

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.

Level of Supervision Exercised

None

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.

A combination of appropriate education and experience may be substituted for the minimum education and 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

For DPL Positions Specifically:

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to cold temperature, cold enough to cause bodily discomfort.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust.

Potential exposure to extreme temperature changes.
 Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.
 Potential exposure to hazardous/toxic chemicals.
 Potential exposure to hazards from electro/mechanical/power equipment.
 Potential exposure to hazards of steam and heat.
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
 Potential exposure to hot and humid work environment.
 Potential exposure to housekeeping/cleaning agents/chemicals.
 Potential exposure to infection from disease-bearing specimens.
 Potential exposure to infections and contagious diseases.
 Potential exposure to odorous chemicals.
 Potential exposure to pesticides or fertilizers.
 Potential exposure to the risk of blood borne diseases.
 Potential exposure to temperature changes: variations in temperature from hot too cold.
 Potential exposure to temperature changes: variations in temperature from hot to cold.
 Potential exposure to unpleasant elements (accidents, injuries, and illness).
 Extreme cold conditions.
 Handles emergency or crisis situations.
 Noise sufficient to cause distraction or possible hearing loss.
 Personal Safety: aware of surroundings, people, and events.
 Pressure due to multiple calls and inquiries.
 Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to burns and cuts.
 Subject to electrical and radiant energy hazards.
 Subject to hazards of flammable or explosive gases.
 Subject to injury from moving parts of equipment or vehicles.
 Subject to precarious or high locations.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.
 Subject to traffic, roadways, and pedestrians.
 Subject to vibrations and strain on the body to cause bodily harm if endured daily.
 Temperature Changes: variations in temperature from hot too cold.
 Temperature Changes: variations in temperatures from hot too cold when works in field.
 Wet: frequent contact with water or other liquid.
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.
 Works in precarious or high locations

Level of Physical Demand

For DPL Positions Specifically:
 3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

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

Agility: Ability to move quickly and easily.
 Balancing: Maintaining equilibrium.
 Carrying: Transporting or moving an object.
 Climbing: Ascending or descending an object or ladder.

Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hazards: Conditions where there is danger to life, body and/or health.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 50 pounds or more.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

Background Check Requirement

Criminal Check
Education Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: A-616
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: