

PURPOSE OF THE CLASSIFICATION: Under general supervision of the Senior Buyer, is responsible for leading the procurement and negotiation process for the procurement of materials, equipment, and services involving major expenditures and other related assigned duties.

ESSENTIAL TASKS:

- Determines and executes the appropriate competitive process and issue solicitations and contract documents in accordance with applicable City Ordinance, policies and procedures, state and federal laws
- Communicates with City departments to ensure specifications are accurate and biddable, prepare written specifications on various materials to be purchased
- Communicates with vendors to solicit responses, clarifies specifications, conducts bidder conferences and bid openings, tabulates and evaluates bids, negotiates annual purchasing contracts for all City departments, recommends awards, and mediates procurement and contract disputes
- Provides exceptional customer service to internal and external customers and vendors, including effectively communicating with customers to solve problems or respond to inquiries, maintaining awareness of new trends and developments in the procurement field, ensuring processes, policies, and practices are correctly interpreted and applied consistently, ensuring accountability and compliance with all current and applicable state and federal laws, City Ordinance's, policies and procedures, and rules and regulations
- Performs contract administration, including but not limited to, assisting departments in monitoring contractor compliance with contract specifications, monitoring contractor expenditures, reviewing claims, and ensuring timely submission of reports
- Review and make coding corrections to requisitions submitted by various City departments
- Coordinates the purchases and sales, including the sale and disposal of City owned surpluses
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Graduation from an accredited college or university with a bachelor's degree; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills: Knowledge of the principles and practices of volume buying; knowledge of sources of supply, markets, and price trends; basic knowledge of economics, business law, accounting, warehouse receiving, annual contract procedures; knowledge of methods of analyzing and grading supplies and materials; and some knowledge of the laws, ordinances, and other requirements governing the purchase of commodities. Considerable abilities and skills in communication and teamwork; ability to prepare specifications for equipment and materials, and to compare and analyze competitive bids; ability to maintain accurate records; ability to make difficult decisions from all available information regarding purchases; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; frequent lifting and carrying up to 10 pounds; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to standing, walking, sitting, reaching, balancing, bending, kneeling, handling, feeling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required, although Certified Procurement Professional (CPP) certification through the National Institute of Governmental Purchasing or Certified Professional Public Buyer (CPPB) certification through the Universal Public Procurement Certification Council is desirable.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: N-02

Group: Fiscal

Series: Purchasing and Stores