BUYER

Definition:

Under general supervision solicits bids related to, negotiates for and purchases a wide range of materials, supplies, equipment and services in accordance with complex legal and procedural guidelines; provides procurement assistance to City departments; performs bid/proposal evaluation and related analyses and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Processes complex purchasing transactions in compliance with established laws, ordinances and policies.

Develops and analyzes purchase specifications, terms and conditions.

Solicits competitive bids and proposals and evaluates/analyzes bids and proposals.

Identifies and selects suppliers and monitors supplier performance.

Negotiates and develops contracts.

Expedites deliveries and conducts follow-up as necessary.

Resolves purchase order and contract differences or quality problems with suppliers.

Operates a personal computer and applicable software to enter data, create purchase orders and research items via the Internet.

Prepares detailed and complex written reports and makes recommendations to management.

Provides procurement assistance and training to City departments.

Maintains information on new products, market conditions and trends.

Attends demonstrations, visits manufacturers and vendors and visits a variety of City facilities to prepare bid specifications.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Assists in developing short-term and long-term purchasing objectives.

Provides direction to clerical and technical employees as needed.

Assists in staffing the mail room as needed.

Class Characteristics:

Buyer is a single incumbent class with technical and professional duties relating specifically to the purchasing function of the City.

Contacts and Relationships:

The Buyer has continuing contact with a variety of City staff to include department and division heads. Additional contact occurs with vendors and suppliers.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Public purchasing methods and procedures and sources of supplies.

Methods of research analysis.

Market and economic trends and conditions related to procurement.

Industry standards and practices for delivering products and services.

Purchase contract development and administration.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

Customer service and telephone techniques.

AND

Ability to:

Write complex specifications, contracts and reports and solicit and negotiate bids.

Analyze and evaluate detailed quotations, bids and proposals.

Use good judgment and make sound decisions in accordance with established procedures and policies.

Compose correspondence and reports independently.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Understand and carry out oral and written instructions independently.

Make accurate mathematical calculations.

Identify applicable contract elements based on the product or service being purchased.

Establish and maintain effective relationships with those contacted in the course of work.

Maintain records, logs and data base information.

Operate a personal computer, use applicable software and maintain purchasing database and records.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A Bachelors Degree from an accredited college or university in business administration or a closely related field.

AND

Experience:

Three years of progressively responsible purchasing experience to include the purchase of a variety of materials and supplies.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Buyer file financial disclosure statements in accordance with state and local laws.

Other:

Possession of a Certified Purchasing Manager (CPM) certification issued by the Institute of Supply Management is preferred but not required.

Experience in a municipal and/or high volume setting is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily in an office environment. Some work is performed on-site visiting vendors and City facilities. Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. When performing on-site work an incumbent may stand and walk on slippery/uneven surfaces or slopes. An incumbent drives a vehicle on City business, may kneel, crouch, bend, twist, reach, grasp, lift, push, pull and drag boxes of files and records weighing 30 pounds or less and must be able to meet the physical requirements of the class and have mobility, vision to include color vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt

Class History:

Revised July 2003 Revised December 1998