

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: BUYER

DATE: 2/18/14
FLSA STATUS: NON-EXEMPT

JOB CODE: 21752
UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision, to independently perform purchasing transactions for a variety of materials, supplies, services, and equipment in accordance with Department standards and policies and all applicable legal requirements; to source and negotiate the purchase of goods, services and materials within established authority; to create bids and Requests for Proposals; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Buyer is a journey level class in the Purchasing series. Incumbents independently perform the full range of duties in purchasing a variety of materials, supplies, and services for the Department. Incumbents perform and are expected to provide customer-responsive, cost effective, and high quality purchasing services for Department customers. Supervision is received from the Purchasing Supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here.

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Receive and process requisitions for supplies, materials and equipment;
- Initiate purchases to replenish warehouse supplies;
- Confer with operating officials and technical personnel concerning departmental needs and purchase specifications;
- Locate sources of supplies; establish and maintain lists of vendors;
- Contact vendors by phone, e-mail, fax, or in person;

- Maintain good working relationships with vendors; resolve discrepancies and disputes; develop and administer vendor agreements; negotiate terms and conditions; maintain related files and databases;
- Prepare specifications, bids, quotations, contracts, and other documents associated with supplies, materials and equipment;
- Determine the vendors from whom purchases shall be made considering such factors as conformance with specifications, prices, terms, delivery time, and reputation of vendors;
- Compare costs and evaluate quality and suitability of supplies;
- Obtain bids by letter or personal contact;
- Examine awards and invoices to determine their accuracy and to ascertain compliance with terms of the contract;
- Investigate inadequate invoices, requisitions, delinquent orders and errors in supplies received;
- Conduct surveys to determine quantity and quality of goods desired;
- Stay abreast of new products, market conditions, trends, and current prices;
- Interview and correspond with vendors and other representatives;
- Invite quotations for supplies;
- Assist in the preparation of reports on supplies, services, comparative prices, and price trends;
- Maintain files and purchasing records;
- Operate specialized office equipment, such as a personal computer terminal, calculator, and other standard office equipment;
- Operates Department vehicles; and
- Performs related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Bidding procedures and regulations;
- Standard practices of purchasing common store items;
- Laws, ordinances, and regulations affecting municipal purchasing;
- Best sources and appropriate prices for products;
- Approved methods and procedures used in grading and analyzing the quality of supplies;

- Modern office procedures, methods, equipment, and technology;
- Personal computer operating methods and related software;
- Proper English usage, spelling, grammar, and punctuation;
- Business math.

Ability to:

- Ensure appropriate bidding procedures and analyses are performed;
- Perform basic purchasing related research;
- Purchase store items in accordance with Department policy and procedures;
- Evaluate the quality and price of products to determine suitability of goods and/or alternatives offered;
- Advise and explain purchasing policies, procedures, and standards;
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment;
- Operate a variety of office equipment including computers and applicable software applications, calculator, facsimile, photocopier. Scanner, and related specialized office equipment of the assigned unit;
- Establish and maintain good business rapport with vendor representatives;
- Keep informed of current market conditions and trends;
- Maintain accurate records;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school, or equivalent.

Experience: Two (2) years of recent intermediate level experience in a centralized purchasing department procuring supplies, materials, and equipment for multiple locations. Experience in government or water/water reclamation settings is highly desirable.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid California Class "C" driver's license. For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license is required within ten (10) days after appointment (CA Vehicle Code 12505C)

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and warehouse setting and operate office equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Buyer

To: Purchasing Supervisor

Job Description:

BOWC Approved:	<u>4/4/1978</u>
Rev/Title Change:	<u>6/18/2002</u>
Rev:	<u>2/18/2014</u>

Testing Standards: CS App Review/ CS Supp Questionnaire Review/CS Oral Board
CSB Approved: 5/13/2014