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|------------------|----------------|----------------------------|-------------------|
| <b>Job Title</b> | <b>Buyer I</b> | <b>FLSA Status</b>         | <b>Non-Exempt</b> |
| <b>Band</b>      | <b>PRO</b>     | <b>Probationary Period</b> | <b>12 Months</b>  |
| <b>Zone</b>      | <b>2</b>       | <b>Job Code</b>            | <b>12636</b>      |

**Class Specification – Buyer I**

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| <b>Summary Statement:</b>   |  |
| <p>The purpose of this position is to perform duties related to the purchasing of services, supplies, and equipment in accordance with established City policies, regulations, and other federal and state guidelines.</p>  |  |
| <b>DISTINGUISHING CHARACTERISTICS:</b>  |  |
| <p>This is the entry level class in the Buyer series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.</p> |  |
| <b>Essential Functions</b>  | Note: Regular and predictable attendance is an essential function in the performance of this job.  |
| <b>Time %</b><br>(All below must add to 100%)   | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.   |
| 50%   | Assists with Request for Quote (RFQ) process for simplified acquisitions for the City for services, supplies, and equipment; consults with users and outside consultants to develop specifications; assists with preparing RFQ documents for the solicitation process; and performs quote analysis regarding purchases/awards. Prepares and processes purchase orders; obtains proper business documentation to validate, sets up, assign, and track vendor data; and verifies appropriateness of budget codes and availability of funds. Assists in determining and developing appropriate sources of supply and maintains cooperative working relationships with vendors to stay current with trends and technologies and products and services. |
| 40%   | Assists with maintaining filing system for all City contracts in accordance with City policies; assists with interpreting contracts for appropriate language and formats; and prepares reports as needed. Maintains and reviews necessary insurance certificates for the City.   |



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| 10% | Assists with resolving problems and issues arising from purchase of services, supplies, and equipment with internal and external clients. Maintains compliant files for internal and external audit. Pursues continual process improvement and cost efficiency. |
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| <b>Competencies Required:</b>  |  |
| Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. |  |
| Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |  |
| Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.  |  |
| Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.           |  |

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| <b>Technical Skills Required:</b>  |  |
| Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |  |

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| <b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below. |  |
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Education: Bachelor’s degree from an accredited college or university with major coursework in business administration or related field.

Experience: One year of full-time experience in procurement.

**Education and 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.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Job has no responsibility for the direction or supervision of others.

**Supervision Received:**  
 Receives direction: The employee normally performs the duty assignment after receiving general instructions as to methods and procedures, and desired end results. There is some opportunity for discretion when making selections among a few easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**  
 This job title prepares accounting, budget, employment actions, and purchasing documents: and does research to justify language used in documents for a unit or division of a department.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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| <b>Environmental Conditions</b>      | <b>Frequency</b>   |
|--------------------------------------|--------------------|
| Primary Work Environment             | Office Environment |
| Extreme Temperature                  | Never              |
| Wetness and Humidity                 | Never              |
| Respiratory Hazards                  | Never              |
| Noise and Vibrations                 | Never              |
| Physical Hazards                     | Never              |
| Mechanical and/or Electrical Hazards | Never              |
| Exposure to Communicable Diseases    | Never              |

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2015