



Job Title	Buyer I	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	1	Job Code	12636

Class Specification – Buyer I

Summary Statement:	
The purpose of this position is no perform duties related to the purchasing of services, supplies, and equipment in accordance with established City policies, regulations, and other federal and state guidelines.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
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.

Competencies Required:

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.



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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.

Technical Skills Required:
 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.

Relevant Background and Formal Education: 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.

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.

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.



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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.

Environmental Conditions	Frequency
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