



Career Service Authority

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Associate Buyer

GENERAL STATEMENT OF CLASS DUTIES

Performs standard level, professional purchasing work obtaining goods and services of all types by applying professional public purchasing standards and applicable City laws, policies and procedures.

DISTINGUISHING CHARACTERISTICS

The Associate Buyer is standard level professional purchasing work that performs routine procurement work. This class is distinguished from the **Staff Buyer** which is entry level in training in the application of professional standards to coordinate procurement of goods, and is distinguished from the **Senior Buyer** which performs full performance professional level purchasing work in the procurement of goods and services.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions and recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Evaluates and reviews purchasing specifications for one-time and term bids to determine the method of procurement; consult with internal customers; and select a list of qualified bidders.

Works with vendors to verify price quotations and obtain product information. Confirms proper bonding, liquidated damages and insurance provisions.

Verifies with supervisor that non-discriminatory and non-proprietary bid and contract terms are in place and that bonding, licensure, insurance, specific performance and other bid terms and conditions are maintained for the life of the contract.

Recommends solutions concerning agency and vendor disputes, facilitates timely vendor payments and prepares notices of vendor default and termination.

Awards purchase orders, one-time specialty bids and annual requirement contracts, and authorize emergency procurements.

Analyzes sole-source, professional preference and other bidding exception requests and recommends approval or disapproval.

Explains the procurement process to agency staff, including approval of specifications and introduction of new vendors and products.

Conducts vendor site visits and evaluates vendor capability and references.

Communicates procurement status to agencies and vendors and utilizes bidder and commodity databases and other sources of relevant information.

Represents the Purchasing Department to individual groups affected by their unique contacts with the procurement process.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Contracting/Procurement - Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations to accomplish organizational goals; causes change.

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Self-Esteem - Believes in own self-worth; maintains a positive view of self and displays a professional image.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Memory - Recalls information that has been presented previously.

Knowledge of the public purchasing process and of procurement specifications sufficient to be able to prepare competitive solicitations.

Knowledge of requirements placed on vendors for City purchasing sufficient to be able to evaluate vendor capabilities and references.

Knowledge of the public purchasing process and of procurement specifications sufficient to be able to prepare competitive solicitations.

Skill in researching and assessing liability risk and providing suitable insurance coverage for services or commodities being purchased.

Skill in processing bids, purchases and contracts in a timely manner.

Skill in analyzing and researching requests for a variety of commodities and services.

Skill in utilizing the principles and practices of effective and persuasive communications to provide explanations and advice about the procurement process.

Physical Demands:

Hearing: perceiving the nature of sounds by the ear.

Talking: expressing or exchanging ideas by means of spoken words.

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Repetitive motions: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Reaching: extending the hand(s) and arm(s) in any direction.

Lifting: raising or lowering an object from one level to another.

Pushing: exerting force upon an object so that the object is moved away.

Pulling: exerting force of an object so that it is moving to the person.

Crouching: bending body downward and forward by bending legs.

Kneeling: bending legs to come to rest on one or both knees.

Stooping: bending the body by bending spine at the waist.
Eye/hand/foot coordination: performing work through using two or more.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Crawling: moving about on hands and knees or hands and feet.
Feeling: perceiving attributes of objects by means of skin receptors.
Lifting: raising or lowering an object up to 10 pounds.
Near Acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus .

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Licensure and/or Certification:

Some positions may require a valid Driver's License at time of application.

Experience Requirement:

Two years of professional level experience in diversified or large-scale governmental or commercial purchasing.

Education Requirement:

Baccalaureate degree in Business or Public Administration, Management or a related field.

Education/Experience Equivalency:

A Master's degree may substitute for the minimum experience requirement. A combination of appropriate experience and education may be substituted for the minimum experience and education requirement.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2005

REVISED BY: Vivian Atkins

CLASS HISTORY: This job class specification is being revised into the new format (HR Manager).