



## Career Service Authority

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### Senior Buyer

#### GENERAL STATEMENT OF CLASS DUTIES

Performs full performance, professional purchasing work obtaining goods and services of all types by applying professional public purchasing standards and applicable City laws, policies and procedure.

#### DISTINGUISHING CHARACTERISTICS

The Senior Buyer performs full performance professional purchasing work in the procurement of goods and services. This class is distinguished from the **Associate Buyer** which performs standard level purchasing work that performs routine procurement work, and is distinguished from **Buyer Supervisor** which supervises professional City purchasing staff working in specialized areas that coordinate the procurement of goods and services of all types.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions of projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practice or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***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**

Independently evaluates and reviews complex purchasing specification 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.

Develops and writes non-discriminatory and non-proprietary bid and contract terms and conditions. Ensures that bonding, licensure, insurance, specific performance and other complex bid terms and conditions are maintained for the life of the contract.

Investigates and mediates agency and vendor disputes, facilitates timely vendor payments and prepares notices of vendor default and termination.

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

Analyzes complex sole-source, professional preference and other complex bidding exception requests and recommends approval or disapproval based on research and knowledge of commodities or service.

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

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.

Independently represents the Purchasing Division to City-wide committees, City agencies and community groups affected by purchasing policy and by the procurement process. Chairs evaluation committees and provides procedural and policy guidance to ensure a proper process. Prepares and evaluates score sheets and evaluates committee disclosure statements for dissemination.

Develops solutions to problems of unusual complexity. Performs analytical work in the area of life-cycle costing and bid evaluations. Develops specification procedures or reports for items or equipment.

By position, provides training and assistance to lower level staff.

By position, directs and coordinates the disposition of City surplus personal property by providing public information, auctions, sealed bids, direction to assigned professional staff and supervision of warehouse clerical staff.

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.

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

Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.

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.

Skill in the issuance and evaluation of Requests for Proposal for the goods or services being purchased.

Skill in cost/benefit analysis.

Skill in training others to perform the duties of the work assignment.

***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.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Work is primarily performed in an office setting and frequently at other locations for meetings.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Pressure due to multiple calls and inquiries.

Handles emergency or crisis situations.

Possible night and weekend work.

***Licensure and/or Certification:***

Must possess a valid Driver's License.

***Experience Requirement:***

Three years of professional experience in diversified or large scale governmental or commercial purchasing.

***Education Requirement:***

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

***Education/Experience Equivalency:***

A Master's Degree may be substituted for two of the three years of experience requirement. A combination of appropriate experience and education may be substituted for the minimum education and experience requirements.

**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)