



Career Service Authority
Staff Buyer

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GENERAL STATEMENT OF CLASS DUTIES

Trains in the application of professional standards to coordinate procurement of goods and services of all types and to apply City guidelines and signature authority on cost, quality and delivery.

DISTINGUISHING CHARACTERISTICS

The Staff Buyer class is entry level in the professional buyer series that trains in the application of professional standards to coordinate procurement of goods. This class is distinguished from the *Associate Buyer* class which performs standard level professional purchasing work obtaining goods and services, and is distinguished from the *Purchasing Technician* class which is trained and/or skilled in the technical aspect of the procurement of goods and services.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Tools, work aids and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Organizes purchases request data, provides advice to requisitioning departments, and reviews requisitions for accuracy prior to processing internal purchasing forms.

Researches best prices and availability if not on bid contracts and determines the best way to expedite purchases

Learns to review and analyze procurement specifications and trains in purchase bid preparation.

Confers with vendors to obtain price and product information.

Trains in the application of non-discriminatory contract terms and conditions and learns how to apply bonding, insurance, licensure and other specialized bid requirements.

Trains in agency/vendor dispute resolution and in City purchasing and requisitioning controls, including prompt payment to vendors and application of standards for cost, quality and delivery.

Works with supervisor to award purchase orders, authorize awards of annual requirements contracts and train in procedures for one-time, sole-source and other specialized bid requests.

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

Communicates procurement status to vendors and develops bidder and commodity databases and other libraries of relevant information.

Accompanies supervisor and other purchasing staff on vendor site visits and trains in educational techniques for groups affected by the procurement process.

Performs other related duties as assigned or requested.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

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.

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.

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.

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.

Skill in researching and analyzing information related to the work assignment.

Physical Demands:

Sitting: remaining in the normal seated position.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot.
Hearing: perceiving the nature of sounds by the ear.
Near Acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus.
Lifting: raising or lowering an object up to 10 pounds.

Working Environment:

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

Licensure and/or Certification:

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

Experience Requirement:

None.

Education Requirement:

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

Education/Experience Equivalency:

A combination of appropriate experience and education may be substituted for the minimum experience and education requirements.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2005, Atkins.
07/18/2010, Wiberg.
08/22/2010, Wiberg

REVISED BY: Vivian Atkins, 01/2005
Paul Wiberg, 07/2010
Paul Wiberg, 08/2010

CLASS HISTORY: 01/2005. This job class specification in being revised into the new format.
07/2010. Essential Duty statements updated. 08/2010. Corrected FLSA status to non-exempt.