



Office of Human Resources
Buyer Associate - CA0670
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General Statement of 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.

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.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

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

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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

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.

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

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 - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

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

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 processing bids, purchases and contracts in a timely manner.

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

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Bachelor's Degree in Business or Public Administration, Management or a related field.

Experience Requirement

Two (2) years of professional level experience in diversified or large-scale governmental or commercial purchasing.

Education & 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.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-08
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date: 6/25/2023
Revised By: BM
Class History: 6/25/2023- Pay grade revised as a result of CN1774.