

JOB DESCRIPTION



BUYER I

DEFINITION

Under direct supervision of the Procurement Manager, performs a variety of activities relating to the procurement of goods, materials, supplies and equipment; performs related processing and record keeping functions, including data entry, and various clerical duties; operates within a framework of standard policies and procedures; exercises responsibility for accurate and timely performance of procurement support activities; and performs related duties as assigned.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title.

- Processes requisitions, purchase orders, bids, proposals and quotations.
- Contacts vendors for prices, product information, new products, and standards.
- Conducts necessary follow-up and tracking to finalize purchasing transactions.
- Resolves complaints and problems with vendors.
- Enters purchase orders in computer system; follows-up on purchase orders to ensure receipt of proper quality and quantity on specified dates; investigates and resolves problems regarding shipment discrepancies.
- Assists in organizing and maintaining the computerized Purchase Order and Contracts system.
- Performs various data entry functions.
- Answers telephones, and provides information and assistance to City personnel.
- Ensures proper documentation is on file (e.g., insurance certificates, contractor's license, building permit) prior to award and/or purchase order delivery.
- Summarizes bid/quotation results in tabulations.
- Conducts market research.
- Collects data and creates spreadsheets.
- Receives and unloads shipments, inspect for proper quantity and quality, and distributes materials directly to requisitioners, or stored in inventory at proper locations within the warehouse.
- Maintains records and files in support of purchasing function and duties.
- Perform general organization and clean-up of storage facilities.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Purchasing standards, procedures and techniques applicable to local government.
- Techniques utilized to evaluate bids
- Purchasing document preparation (PR, PO, POC).
- Fiscal/statistical record keeping practices.
- Vendor and department customer contact and negotiation techniques.
- Modern office procedures, methods, and equipment, including internet and e-mail.
- Basic purchasing terminology.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles

Ability to:

- Apply City purchasing principles, procedures and terminology
- Learn methods of pricing, including the calculation of discounts and taxes
- Perform responsible clerical work with speed and accuracy
- Make mathematic calculations quickly and accurately
- Operate a forklift
- Lift approximately 55 lbs.
- Perform physical labor required in the receipt and issuance of supplies
- Maintain detailed and accurate records
- Operate modern office machines, including calculators and computer
- Understand and follow oral and written directions
- Type at a speed necessary for successful job performance
- Communicate clearly and concisely, both orally and in writing
- Establish work priorities
- Work in an environment with changing assignments/priorities/deadlines
- Explain purchasing procedures
- Exercise patience, tact and discretion
- Establish and maintain cooperative working relationships.

Education and Experience:

- Two years of responsible work experience in purchasing and warehouse operations and inventory control.
- Equivalent to completion of the twelfth grade including or supplemented by courses in bookkeeping or purchasing.

Necessary Special Requirements:

- Possession of a valid California Class-C Driver's License
- Ability to obtain forklift certification within 3 months from date of appointment.