

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Buyer I</b>	<b>CLASS CODE:</b>	<b>371</b>
<b>REPORTS TO:</b>	<b>Materials Manager or Shop Services Supervisor</b>	<b>GRADE:</b>	<b>22</b>
<b>DEPARTMENT:</b>	<b>Management &amp; Budget or Equipment Management</b>	<b>FLSA:</b>	<b>N</b>

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY**

Responsible for performing entry-level buying duties, locating competitive sources and prices for products and services, and assisting in all other purchasing functions, bids, and contract activities. The Buyer I class is distinguished from the Buyer II class by having responsibility for performing routine purchasing functions in support of the Buyer II.

**ESSENTIAL FUNCTIONS**

1. Communicates with customers, vendors, contractors, suppliers, co-workers, and management to locate competitive sources and prices for products or services listed on requisitions.
2. Consults with the Buyer II on new and existing products and services.
3. Maintains records of bid documents and vendor performance.
4. Consults with Buyer II and department/division heads in the planning and development of new contracts for products and services; assists with the development of contract specifications.
5. Analyzes and responds to department and vendor questions on product specifications and purchasing rules.
6. Assists with bid/proposal openings; reviews offers received.
7. Participates in the tabulation of bids/proposals, analysis and recommendation process; communicates with bidders and departments on the project status.
8. Prepares draft and assists with staff recommendation reports for City Council action.
9. Creates and maintains a variety of computerized records such as vendor lists, inventory files and reports, finance records, and status reports.

**SECONDARY FUNCTIONS**

10. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Purchasing methods and procedures typically used in municipal buying  
Office procedures and automated tracking and record keeping  
Automotive and heavy equipment parts and supplies for the equipment management assignment

**Ability to:**

Utilize equipment and parts catalogs and brochures to increase job-related knowledge of products  
Communicate effectively verbally and in writing  
Establish and maintain effective working relationships with vendors, city employees, and the general public

## **WORKING CONDITIONS**

Office setting.

## **MINIMUM QUALIFICATIONS**

Two years of college level coursework in business administration or related field and two years experience in purchasing.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Valid Arizona driver's license