

CITY OF GLENDALE

TITLE:	Buyer II	CLASS CODE:	373
REPORTS TO:	Shop Services Supervisor	GRADE:	25
DEPARTMENT:	Management & Budget or Equipment Management	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Coordinates the purchasing of a wide variety of services, general supplies, materials, equipment, automotive supplies, and heavy equipment parts used throughout the city. The Buyer II class is distinguished from the Buyer I class by having responsibility for initiating and assigning all purchasing functions and handling all protests and conflicts.

ESSENTIAL FUNCTIONS

1. Coordinates the entire bidding and request for proposal processes, including preparation, openings, results, City Council reports preparation, and contract administration.
2. Coordinates, schedules, and assigns incoming requisitions; may provide technical assistance and lead expertise to Buyer I.
3. Coordinates the planning and development of new contracts for products and services with city staff and vendors; contracts with vendors for blanket purchase orders.
4. Negotiates for return, exchange, substitution, or rejection of items not meeting contract provisions.
5. Coordinates the development of specifications with city staff and vendors for requests on quotations, pricing agreements, formal bids, and proposals.
6. Analyzes departmental and warehouse purchase requisitions for supplies, equipment and services; obtains quotes, reviews quotes and determines best offer.
7. Researches new and existing products and services.
8. Interviews and evaluates vendors; meets with vendors and city staff to review offers and solve any purchasing related problems.
9. Interprets purchasing ordinances and regulations in response to vendor and city staff inquiries; coordinates with City Attorney on protest.
10. Coordinates computerized purchasing functions.
11. Places orders for purchases in emergency situations.
12. Represents department at city council meetings to provide information and answer questions.

SECONDARY FUNCTIONS

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Purchasing methods and procedures, including commodities buying, contract negotiation, and administration
Materials, supplies, and equipment used in municipal services
Automotive and heavy equipment parts and supplies for the equipment management assignment
Regulations governing the purchase of commodities and services
Warehouse inventory procedures and forms

Ability to:

- Provide lead expertise to others
- Evaluate quality of products and purchases
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationship with city officials, employees, vendors, and general public
- Read and utilize parts catalogs

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in purchasing, materials management, business or public administration or a related field and two years experience as a buyer of general municipal supplies and equipment in a governmental agency. Automotive and heavy equipment parts and supplies experience is required for the equipment management assignment.

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

SPECIAL REQUIREMENTS

- Professional Public Buyer Certificate from the National Institute of Governmental Purchasing preferred
- Valid Arizona Driver's license