



CITY OF BANNING, CALIFORNIA

Buyer

Job Code: 1165

Grade: 54

FLSA [] Exempt [X] Non-Exempt

JOB DEFINITION: Under the general supervision of the Purchasing Manager, provides a technical level of assistance in the purchasing function to expedite the flow of procurement in the City's purchasing operations. Work requires the use of independent judgment and initiative within the defined City purchasing policy and municipal code, and is reviewed through conferences, reports, and analysis of services provided to City departments.

ESSENTIAL FUNCTIONS: The Buyer position is responsible for providing technical assistance in the City's purchasing operation relative to the processing of requisitions, maintenance of records, proposals, purchase orders, contracts, solicitation of bids and pricing, and other related activities.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by this classification. Duties shown are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

- Plans and coordinates purchasing of supplies, materials, equipment and services.
- Processes requisitions and prepares purchase orders.
- Reviews departmental purchasing requisitions for availability of funding, order accuracy and procurement compliance.
- Drafts specifications, contracts, bonding requirements and other documents as appropriate.
- Solicits quotations, bids and proposals from vendors.
- Compares costs and evaluates quality of vendor's offerings.
- Analyzes bids and prepares bid analysis.
- Confers with departments to clarify plan and coordinate purchasing needs.
- Composes and prepares analysis reports and make recommendations regarding purchasing contracts to the Purchasing Manager.
- Monitors annual vendor commodity contracts, to include adherence of terms and pricing, scope of work and expiration compared to renewal options.
- Researches and develops sources for supplies and services.
- Researches and gathers data, compile statistical and other reports, make recommendations and prepare reports/spreadsheets for management.
- Trains City staff on procurement software.
- Participates in the development of purchasing policies and procedures.
- Participates in budget preparation and monitor expenditures.
- Contacts vendors to resolve problems.
- Attends and coordinates procurement meetings as needed.
- Sets up, maintains, purges, and updates files and records.
- Prepares correspondence from draft or oral instructions.
- Assists with disposal of surplus equipment and supplies.
- Performs a variety of clerical functions.
- Performs related duties and responsibilities as necessary.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Purchasing methods, procedures, and automated purchase requisitions systems.
- A variety of office, technical, and maintenance supplies and materials, of the best sources, and of appropriate prices for the procurement of such goods.
- Methods for conducting market research and analyzing supplies and materials.
- Federal, State and local laws including the City's purchasing policies.
- Government Code, Public Contract Code and prevailing wage laws and State Tax Code.
- General office practices and procedures.
- Modern office equipment and technology, to include the use of personal computers and software programs such as Microsoft Office.
- Basic billing, record keeping and inventory principles.
- Modern office equipment including a computer and applicable software.
- Basic elements of English usage, spelling, punctuation, and grammar.

Ability to:

- Communicate professionally, clearly and concisely, orally and in writing.
- Learn, understand and apply purchasing practices, rules, and City ordinances.
- Prepare purchase orders and a variety of other documents.
- Research and compile information regarding pricing and materials availability. Rapidly recognize inaccuracies and discrepancies between documents. Understand and follow oral and written directions.
- Work effectively and efficiently in a fast paced environment.
- Perform basic mathematical computations with speed and accuracy.

Skill to:

- Operate computer and applicable software.
- Be detail oriented and organized.
- Effectively operate a motor vehicle on City streets.
- Communicate effectively with internal and external customers.

LICENSE AND/OR CERTIFICATE: Possession of a valid class "C" California Driver's License is required. A Certified Professional Public Buyer is highly desirable.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing documents and reports and data using a computer key board. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

MINIMUM QUALIFICATIONS: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position. Ideally the required qualifications is to possess a minimum of four (4) years of increasingly responsible experience in the performance of purchasing functions or in a public financial environment and a high school diploma. An Associate's Degree in Business Administration, Accounting or some college level course work in purchasing management or be a Certified Professional Public Buyer is highly desirable. A Bachelor's degree is preferred.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.