



## JOB DESCRIPTION

### Buyer

Date Prepared: August 2014

**SUMMARY:** Under general supervision, purchases and distributes a variety of materials, supplies, services, and equipment to all City departments; performs related work, as assigned.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Analyze requisitions to verify completeness and accuracy and to determine the type of materials, supplies, equipment, or services required.
- Confer with the requesting department to ensure that information is correct, that order parameters are understood, and to provide information regarding products and suppliers.
- Obtain verbal or written estimates or prepare formal specifications and bid packages, as required.
- Monitor contract performance by conducting on-site visits.
- Prepare council agenda information for the formal bid processes; analyze bids, make recommendations, and prepare necessary documentation.
- Interview sales staff, visit manufacturers and vendors, attend demonstrations, and obtain samples and literature from potential suppliers.
- Explain City purchasing policies and procedures to potential vendors.
- Obtain comparative data regarding price, quality, quantity, and availability of materials, supplies, and equipment.
- Place orders and negotiate with vendors.
- Expedite purchase orders, follow-up on delivery issues, as necessary.
- Work with departments to reconcile invoices and to solve delivery, quality, and other problems that arise; assist with the sale and disposal of surplus equipment, materials, and supplies.
- Work effectively under timelines and significant workload.
- Utilize computer software programs competently.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Sixty college semester units in Public Administration or related field AND two years of progressively responsible experience in storekeeping, inventory control, and purchasing support.

### **Knowledge of:**

- Policies, procedures, principles, methods, and practices of public sector purchasing.
- Federal and state purchasing laws and procedures.
- Storekeeping and warehousing methods and practices.
- Inventory control procedures.
- Methods and practices used in competitive bidding.
- Administrative techniques, including principles of organization and budgeting.
- Modern office methods, practices, procedures, and equipment, including Microsoft Office software.
- Elements of proper English usage, vocabulary, spelling, punctuation, and grammar.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Gathering, analyzing, evaluating, and modifying purchasing methods and procedures.
- Implementing methods and best practices used in competitive bidding.
- Interpreting and explaining City purchasing policies and procedures.
- Establishing administrative techniques, including principles of organization and budgeting.
- Reading, Interpreting, and applying information from complex technical materials.
- Evaluating quality, price, and availability of supplies, materials, and equipment to make the most economical purchases.
- Performing difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality.
- Making complex mathematical computations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, vendors, and the general public.
- Applying safe work practices.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is generally performed in an office and warehouse environment in close proximity to other workers. Incumbent generally shall be exposed to those conditions normally encountered in a business office environment. Some heavy lifting and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly, and other physical exertion required while working in warehouse environment. Must have the ability to work long hours and overtime, if necessary, and be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer Approval

\_\_\_\_\_  
Date