

Class Code: G45 + 089
City of Anaheim
Class Specification

- I. CLASS TITLE: BUYER I/II
- II. DEPARTMENT: FINANCE/PURCHASING
- III. CLASS DEFINITION:

To perform a variety of professional level duties involved in the cost effective procurement of quality services, equipment and supplies as required and requisitioned by City departments.

DISTINGUISHING CHARACTERISTICS:

Buyer I: This is the entry level class in the Buyer series. This class is distinguished from the Buyer II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited related work experience.

Buyer II: This is the full journey level class within the Buyer series. Employees within this class are distinguished from the Buyer I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level or, when filled from the outside, require prior work experience.

- IV. SUPERVISION RECEIVED AND EXERCISED:

Buyer I

Receives general supervision from the Assistant Purchasing Agent.

Buyer II

Receives direction from the Assistant Purchasing Agent.

May exercise functional and technical supervision over professional and clerical staff.

- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Purchase supplies, services and equipment using an automated purchase requisition system. Instruct departments in the proper use of the system. Review and process requisitions; prepare requests for quotations; prepare and issue purchase orders and contracts.

In accordance with City policies, charter and ordinances, prepare specifications for the bid process; solicit and review bids for compliance; recommend award of bid; assist in the negotiation of contracts issued as a result of sealed bids; prepare staff reports for council action to award bids to vendors.

Maintain contact and negotiate prices, terms and delivery with vendors; keep informed of new products; develop new sources of supply; evaluate vendor performance.

Coordinate activities with other City departments and with outside agencies; consult with departmental representatives relative to purchasing needs, procedures and complaints; ensure purchasing practices are in compliance with legal, professional and City Charter requirements; instruct employees on the proper use of the automated purchase requisition system.

Resolve accounting and receiving discrepancies; process claims with vendors for damaged materials; monitor invoices for accuracy; obtain credits where appropriate.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

Remain current on new products, technological changes and supply fluctuation; review new products, services and supplies.

Prepare and maintain analytical and narrative reports relative to assigned area of responsibility.

Perform related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Buyer I

Experience: Some purchasing experience is desirable.

Knowledge of: Commodity markets, marketing practices and commodity pricing methods; basic principles, procedures, methods and legal requirements of purchasing; methods and practices used in competitive bidding; accounting and receiving principles.

Ability to: Learn pertinent Federal, State and local laws, codes and regulations; learn current market conditions, trends and sources of supply; learn, interpret and explain City purchasing policies and procedures; analyze and evaluate product and price variables; learn to use an automated purchase requisition system; prepare accurate and legally correct specifications and contracts; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City officials, other employees, vendors and the public.

Buyer II

Experience: Responsible professional buying and purchasing experience, to include Purchasing Card programs, preferably in a municipal organization.

Knowledge of: Commodity markets, market practices and commodity pricing methods; modern and complex principles, procedures, methods and legal requirements of purchasing; pertinent Federal, State and local laws, codes and regulations; methods and practices used in competitive bidding; current market conditions, trends and sources of supply; and accounting and receiving principles.

Ability to: Interpret and explain City purchasing policies and procedures; instruct employees on, and effectively use an automated purchase requisition system; analyze and evaluate products and price variables; evaluate specifications prepared by departments for accuracy and appropriate content; prepare accurate and legally correct specifications and contracts; evaluate bids and make sound recommendations for award; prepare clear and concise staff reports including sound recommendations; exercise sound judgment and deductive reasoning; communicate clearly, both orally and in writing; conduct research and prepare analytical and narrative reports; effectively use a computer and MS Office products; establish and maintain effective working relationships with those contacted in the course of work including a variety of city officials; other employees, vendors and the public.

Physical Requirements: None

License/Certification Required: None

VII. FLSA DESIGNATION: Administrative Exempt

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 9/89 - Ralph Andersen & Associates
Revised 4/99 - V. Kilmurray
Revised 7/01 - V. Kilmurray
Doc: CS1590VK.WP