

JOB DESCRIPTION

JOB TITLE: Buyer

JOB NO: AS005116

JOB FAMILY: Administrative/Specialist

FLSA: Non-Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

The Buyer assists in the procurement process of all bids and coordinates timely bidding of City contracts from user departments; assists in the evaluation of bid responses for adherence to specifications and preliminary recommendation of award. Provides a wide variety of support to the Purchasing division including purchases of supplies, services and material for city departments as directed; and to provide professional, effective and efficient public service assistance to the general public.

SUPERVISION

General supervision is provided by the Purchasing Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Provides skilled and responsible confidential administrative support to assist the Purchasing division staff and Telecommunications staff in the completion of their duties and responsibilities.
3. Ability to conduct training of purchasing policies and procedures to all levels of personnel within the city and to the general public.
4. Assist Purchasing Supervisor in composing, reviewing and verifying a variety of memorandums, correspondence, reports, public notices, permits, forms and documents as assigned, including bid specifications and bid addenda's; research and verify information as required.
5. Maintain and monitor the status of annual contracts; assist in administering annual contracts with the Purchasing Supervisor's guidance.
6. Answer questions and provide information to the general public, vendors and other departments regarding bid notices, bid openings, bid specifications and bid awards, etc.; refer citizen and client complaints and questions to appropriate department or division staff member for resolution.
7. Prepare and maintain a variety of files and filing systems; prepare, maintain, and update various records; verify information as requested.
8. Prepare materials and correspondence for distribution within the City and to other related external businesses and governmental agencies; photocopy, mail, or fax materials as necessary.
9. Enter Purchase Requisitions into Performance Accounting System to produce Purchase Orders. Notify departments when funds are insufficient; and work with departments and Budget Office to get appropriation transfers.

10. Assist departments with getting Direct Purchase orders (formerly Confirming Purchase Orders) in the Performance Purchasing system; assigns confirming numbers to departments if needed.
11. Assist in the preparation of annual budgets and annual Performance Measurements for Central Copy and Transportation Pool.
12. Maintain and manage the annual uniform contract for field service employees; process all uniform orders and resolve problems and complaints with vendor; maintain all order and replacement uniform records.
13. Maintain and manage copier contracts with various vendors; schedule all maintenance for copiers and order supplies; gather data and process payment for copiers; prepare end of month report for accounting to allocate copy cost to departments.
14. Oversee transportation pool; issue pool cars to employees; monitor and schedule all repairs for vehicles; prepare end of month report for accounting to charge mileage to departments.
18. Assist new vendors on how to register on-line on the City's Web site and on the electronic procurement provider's Web site; answers any questions vendors may have regarding conducting business with the City.
19. Maintain and update vendor supply catalogue file.
20. Assist in the monitoring of Purchase Orders from inception to delivery of goods and services.
21. Assist Purchasing Supervisor with informal quotes. May consult catalogs or contact vendors to obtain price and availability information.
22. Assist departments on the scheduling of bid openings, prepare bid specification documents and any bid addenda's; post all documents on the City's Web site and on the electronic procurement provider's Web Site.
23. Attend formal bid openings; tabulate bids and post on City's Web site and on the electronic procurement provider's Web Site.
24. Maintain stamp order requests on-line as submitted from city departments.
25. Responsible for maintaining all records retention management for Purchasing, Print Shop and Telecommunications as required by law.
26. Prepare and maintain city auction reports for City equipment, police confiscated or abandoned vehicles; verifies accurate audit trail.
27. Process all business card and note-card orders for City personnel and City Council.
28. Obtain bonding and notary certificates from the State of Texas for City employees.
29. Maintain and update advertisement records.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist with the review and resolution, under immediate supervisor or manager, to assist fairly in resolving purchasing discrepancies with vendors or city departmental staff.
2. Provide assistance on the monitoring and determination of effective and efficient vendor delivery.
3. Schedule travel arrangements, reservations, daily operations and meetings as assigned.

4. Balance receipts for petty cash; prepare and maintain reimbursement and expense vouchers.
5. Frequently act as backup to Telecommunication Technicians by operating the PBX switchboard, receiving cash payments and balancing the cash drawer.
6. Collect payments for a variety of City permits and fees; encode payments with proper accounting category; provide vouchers and receipts as requested.
7. Enter payroll for division personnel; maintain and update personnel files as needed; monitor and control City-issued equipment as assigned.
8. Oversee maintenance of office equipment, maintain inventory of supplies and order supplies as necessary.
9. Coordinate various social functions as appropriate; prepare associated materials.
10. Provide training on office equipment as necessary.
11. Screen and direct calls and visitors as appropriate.
12. Attend various meetings and take, transcribe and prepare minutes as appropriate; prepare agendas and associated materials.
13. Distribute daily mail.
14. Participate in annual budget preparation for division including research, assembly of information, and data entry into budget system.
15. May participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies which may include collecting and distributing mail, delivering money for deposits and picking up materials and supplies.
16. May process checks and verify account balances.
17. Enter data into the computer system; backup computer disks as assigned.
18. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Two years of progressively responsible procurement experience; type 35 WPM.

LICENSES AND CERTIFICATES

None.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Working knowledge of Municipal purchasing methods/procedures; knowledge of State Statutes and purchasing laws and procedures; knowledge of purchasing policies/procedures and competitive bid process in a governmental environment.

Ability to analyze, research and investigate information and data.

Knowledge of local vendors, products, services and local marketing trends.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers, current versions of word processing and spreadsheet software, Internet Explorer and related equipment.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Skill in:

Typing various reports, correspondence and creating Excel spreadsheets.

Operating various types of office equipment including computers, facsimile machines, photocopiers, and adding machines.

Performing accurate mathematical calculations.

Ability to:

Work directly with departmental staff on all procurement opportunities; ordering of supplies/materials.

Tactfully respond to requests and inquiries from the general public.

Simultaneously perform a variety of purchasing and secretarial functions.

Prepare clear and concise reports.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Type at a speed necessary for successful job performance.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*
- *occasionally lift and carry objects weighing up to 10 lbs.*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: March 2006

REVISION DATE: