

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Buyer</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>BA27</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Purchasing</u>

PRIMARY PURPOSE :

Purchases a wide variety of commodities and services; may specialize in one or more products or services which are highly technical or complex.

SUPERVISION:

Under general supervision of the Senior Buyer or Purchasing Agent.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Reviews City agency requisitions for technical accuracy and sufficiency.
2. Assists in the development of specifications for standardization of commodities and services.
3. Prepares invitations for bid and requests for proposal bid documents, including specifications.
4. Researches market trends and technical developments in-product and service markets.
5. Consults with vendors regarding specialized procurements.
6. Solicits and receives bids and proposals.
7. Evaluates bids and vendor capabilities for completeness and accuracy, including gathering statistical, cost, performance, delivery schedules, and other pertinent data; recommends bid awards based on findings.
8. Monitors the performance of vendors and expedites deliveries.
9. Prepares and maintains various records, reports and files.
10. Provides information describing the City's various purchasing procedures and requirements to City agencies, vendors and the general public.

IMPORTANT FUNCTIONS:

1. Travels to off-site locations to review and evaluate products for conformance to specifications, quality, performance, etc.
2. Attends seminars, conferences, workshops, etc. for professional development purposes.
3. Performs office administration tasks copying, filing, faxing, etc., as necessary.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Thorough knowledge of purchasing methods and procedures; basic contract law; sound business practices; markets and marketing practices; and pricing methods.

Abilities

Research, analyze, interpret a variety of information, including market trends and technical developments; utilize sound independent judgment in making recommendations; communicate effectively, both verbally and in writing; follow oral and written instructions; deal effectively and courteously with associates, vendors and the general public; read, understand, interpret, explain, follow and enforce City policies and procedures relating to purchasing and procurement; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university, with a Bachelor's degree in Purchasing, Materials Management; Business Administration, Industrial Engineering or related field, with at least one year of experience as a buyer of equipment, materials and supplies in the private or public sector. Responsible work experience in public or private sector purchasing may be substituted for formal education on a year-for-year basis.

Physical Requirements

Performs bending, sorting and reaching from both ground level to overhead; lifts, carries, pushes and pulls up to 25 pounds; holds and grips objects; may require climbing, crawling or squatting during inspection of products and services, etc.

Working Environment

Primarily indoors with heating and cooling regulated in an office environment; may be exposed to extreme weather conditions when traveling off-site to examine products for quality, suitability, etc. May be exposed to extreme noise or situations requiring the use of protective gear or safety precautions when evaluating heavy equipment, power or motorized products, etc.

Licensing/Certification

Certification by the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) is desired, and may substitute for one year of formal education.

Miscellaneous Requirements

If operating a vehicle during the course of performing job duties, must possess and maintain a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 4549
Comments:	Update Abilities	Date: September 5, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____