

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Senior Buyer</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BA28</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Purchasing</u>

PRIMARY PURPOSE:

To perform procurement of a wide variety of commodities, services, and construction of a highly technical and complex nature; to act as liaison between the City, the user departments, and the contractor; to act as head of the division in the absence of the City Purchasing Agent.

SUPERVISION:

Under the general supervision of the City Purchasing Agent; may supervise professional and clerical subordinates.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates and supervises various purchasing activities including major acquisition projects and highly technical and complex procurements.
2. Reviews and coordinates specific purchase/contract requirements.
3. Prepares appropriate bid documents including technical specifications, scope of work, and contractual terms and conditions.
4. Assists in the development of operational policies and procedures.
5. Conducts negotiations with vendors/contractors.
6. Evaluates bids and proposals.
7. Selects vendors/contractors; recommends awards.
8. Administers contracts and monitors contractor performance.
9. Resolves conflicts or disputes between City and contractor.
10. Coordinates participation of City departments and contractors in the performance of contracts.
11. Researches and advises City Purchasing Agent regarding market trends and developments.

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

A thorough and extensive knowledge of the principles, practices, and problems of a centralized purchasing agency; business practices, markets, marketing practices, pricing methods; negotiating and contracting methods; and a thorough knowledge of purchasing, contract, and public law, skilled at establishing and maintaining effective working relationships with associates, vendors, and client departments.

Abilities

Requires the ability to establish and maintain effective working relationships with associates, vendors, and client departments; to prepare highly complex and descriptive technical specifications, bid documents, contracts and reports; to understand, apply, and administer City laws, policies and procedures; work independently, utilize discretion and sound judgment, and make decisions and recommendations that are significant and substantial; coordinate the efforts of diversified interests; effectively supervise subordinate personnel; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

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 discipline plus at least three years of progressive responsible and professional experience in the field of procurement in the public or private sector. Professional experience in private or public procurement may be substituted for the formal education requirement 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 a general office environment.

Licensing/Certification

Certification by the National Institute of Government Purchasing as a Certified Public Procurement Officer (CPPO) or by the national Association of Purchasing Management as a Certified Purchasing Manager (C.P.M.) is desired.

Miscellaneous Requirements

None required.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 4199
Comments:	Updated Abilities	Date: March 25, 1991

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:** _____