

Buyer

SUMMARY/PURPOSE

Assist in the purchase of materials, supplies, equipment and services required for use in the operation and maintenance of city functions.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Check requisitions and confer with departments regarding specification, quantity, quality, cost, and delivery requirements.
2. Follow up and expedite to assure delivery is made as required.
3. Maintain a list of viable vendors to whom quotations may be sent for various commodities.
4. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.
5. Interview vendors and analyze pricing policies and delivery capabilities.
6. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.
7. Resolve questions and complaints.
8. Make tabulations, prepare reports, and maintain files and records on matters pertaining to purchasing.
9. Assist in making large purchases and awarding large contracts.
10. Post items to online surplus auction web site, receive bids, and notify successful buyers.
11. Perform data entry work.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. College degree in Accounting, Public Administration, Business, or a related professional field, and one (1) year of related professional experience; OR a minimum of three (3) years of related education and/or verifiable professional purchasing or buyer related experience.
2. License Requirements
 - A. No specific licenses required.
3. Knowledge Requirements
 - A. General knowledge of current principles, practices, and methods of public sector purchasing.
 - B. Working knowledge of equipment, materials, and services required by a municipal government.
 - C. Working knowledge of computerized purchasing methods.
 - D. General knowledge of problem-solving and conflict-resolution techniques.

- E. Working knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.
 - B. Skill in pricing and cost analysis.
 - C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - D. Skill in managing one's own time.
 - E. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
- A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
 - B. Ability to maintain accurate records and databases.
 - C. Ability to manage and track multiple projects concurrently.
 - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - E. Ability to communicate and interact effectively with members of the public.
 - F. Ability to communicate effectively both orally and in writing.
 - G. Ability to understand and follow instructions.
 - H. Ability to problem-solve a variety of situations.
 - I. Ability to set priorities and complete assignments on time.
 - J. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Professional	CSB: 11/01/2022	Class No: 4119
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

BUYER

Buyer

SUMMARY/PURPOSE

~~Assist in the purchase of materials, supplies and equipment and services required for use in the operation and maintenance of city functions.~~

FUNCTIONAL AREAS:

~~1. Purchase materials, supplies and equipment for various city departments.~~

~~p~~ A. SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Check requisitions and confer with departments regarding specification, quantity, quality, cost, and delivery requirements.

2. ~~p~~ B. Follow up and expedite to assure delivery is made as required.

3. ~~p~~ C. Maintain a list of viable vendors to whom quotations may be sent for various commodities.

4. ~~p~~ D. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.

5. ~~p~~ E. Interview ~~vendor-s representatives~~ vendors and analyze pricing policies and delivery capabilities.

6. ~~p~~ F. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.

7. ~~p~~ G. Resolve questions and complaints.

8. ~~p~~ I. Make tabulations, prepare reports, and maintain files and records on matters pertaining to purchasing.

9. ~~p~~ J. Assist in making large purchases and awarding large contracts.

10. ~~p~~ K. Post items to online surplus auction web site, receive bids, and notify successful buyers.

11. ~~p~~ L. Perform data entry work.

12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.

13. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education and Experience Requirements

- ☐ A. A college degree in Accounting, Public Administration, Business Administration, or a related professional field from an accredited college or university plus, and one (1) year of related professional experience; OR a minimum of three (3) years of related education

~~and/or verifiable — experience in a professional purchasing position; OR four (4) years of progressive or buyer related experience.~~

2. License Requirements

A. No specific licenses required.

3. Knowledge Requirements

- ☐ ~~A.~~ A. Knowledge General knowledge of current ~~principals~~ principles, practices, and methods of public sector purchasing.
- ☐ ~~B.~~ B. Knowledge Working knowledge of equipment, materials, and services required by a municipal government.
- ☐ ~~C.~~ C. Knowledge Working knowledge of computerized purchasing methods.
- D. General knowledge of problem-solving and conflict-resolution techniques.
- E. Working knowledge of applicable safety requirements.
- F. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- ☐ ~~A.~~ Skill in communicating logically and accurately in oral and written forms.
- ☐ ~~B.~~ Skill in managing and tracking multiple projects concurrently.
- ☐ ~~A.~~ C. Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.
- ☐ ~~B.~~ D. Skill in pricing and cost analysis.
- ☐ ~~C.~~ E. Skill in the operation of a personal office equipment including, but not limited to, general computer and related systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time.
- E. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- ☐ ~~A.~~ A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
- ☐ ~~B.~~ Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- ☐ ~~B.~~ C. Ability to maintain accurate records and databases.

Physical Requirements

- ☐ ~~C.~~ A. Ability to transport oneself to, from, manage and around job sites track multiple projects concurrently.
- ☐ ~~B.~~ Ability to occasionally transport (usually by lifting and carrying) materials such as boxes of computer paper weighing up to 30 pounds.
- ☐ ~~C.~~ Fine dexterity for the purpose of computer and calculator work.
- D. D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- ☐ ~~E.~~ Ability to sit for extended periods of time communicate and interact effectively with members of the public.
- F. E. Ability to communicate effectively both orally and in writing.
- ☐ ~~G.~~ Ability to talk and hear for the purpose of providing understand and obtaining information follow instructions.

- H. ~~p— Essential functions~~ Ability to problem-solve a variety of situations.
I. Ability to set priorities and complete assignments on time.
J. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the ~~job~~ employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

~~□ Job requirements necessary on the first day of employment.~~

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

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