

## **Senior Buyer**

### **SUMMARY/PURPOSE**

Purchase supplies, equipment and services of all types for the City of Duluth.

### **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. Review and prioritize requisitions and proposed specifications.
2. Prepare bid requests and schedule, receive and analyze bids.
3. Research procurement requirements mandated by various funding sources
4. Monitor vendor compliance with all terms and conditions of the purchase order.
5. Compile department and division requests for similar products and services.
6. Serve as liaison between the Purchasing Division and other City departments and divisions, including providing training on procurement rules, processes and systems.
7. Research existing needs in order to match current market availability.
8. Recommend contracts for and monitor the disposal of surplus equipment, materials, and supplies.
9. Resolve complaints from users, vendors, and the public.
10. Interview new vendors.
11. Maintain current knowledge base of current developments in the purchasing field affecting divisional operations and concerns.
12. Review new marketplace products and services.
13. Participate in planning and improving Purchasing Division operations.
14. Assume the responsibilities of Purchasing Agent upon request.
15. Perform work in order to determine source of products, goods, and services.
16. Evaluate suppliers, goods, services, bids, and proposals.
17. 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.
18. 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. Bachelor's Degree in Accounting, Public Administration, Business, or a related professional field, and two (2) years of related professional experience; OR a minimum of five (5) years of related verifiable education/professional experience in a position with duties closely related to those of the Senior Buyer.
2. License Requirements
  - A. Ability to obtain a National Institute of Government Purchasing certification as a Certified Professional Public Buyer within two years of appointment OR Ability to obtain within two years of appointment certification from the Institute for Supply Management as a Certified Purchasing Manager.
3. Knowledge Requirements

- A. Thorough knowledge of current principles, practices, and methods of public sector purchasing.
  - B. Thorough knowledge of the principles and practices of marketing.
  - C. Working knowledge of equipment, materials, and services required by a municipal government.
  - D. Working knowledge of electronic procurement data processing systems.
  - E. General knowledge of management operations and quantitative analysis techniques applicable to procurement functions.
  - F. Thorough knowledge and understanding of current purchasing statutes, regulations, policies, procedures, and programs.
  - G. General knowledge of commonly used business software for personal computers.
  - H. General knowledge of problem solving and conflict resolution techniques.
  - I. Working knowledge of applicable safety requirements.
  - J. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
- A. Skill in cost reduction techniques.
  - B. Skill in pricing and cost analysis.
  - C. Skill in contract negotiation.
  - D. Skill in operating and evaluating a public purchasing system.
  - E. Skill in evaluating and comparing the product specifications contract details, and cost elements of a bid proposal.
  - F. Skill in managing and tracking multiple projects concurrently.
  - G. 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.
  - H. Skill in managing one's own time.
  - I. 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 exercise good judgment and accept personal responsibility.
  - C. Ability to communicate on a one-to-one basis or before groups to provide or obtain information.
  - D. Ability to evaluate and apply pertinent trade information.
  - E. Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.
  - F. 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.
  - G. Ability to communicate and interact effectively, both orally and in writing, with staff, vendors, bidders, administration, and members of the public.
  - H. Ability to understand and follow instructions.
  - I. Ability to problem-solve a variety of situations.
  - J. Ability to set priorities and complete assignments on time.
  - K. 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: 04/05/2022	Class No: 3316
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:

## SENIOR BUYER

DUTIES: — Senior Buyer

### SUMMARY/PURPOSE

Purchase supplies, equipment and services of all types for the City of Duluth.

### FUNCTIONAL AREAS:

1. — ~~Perform necessary purchasing procedures for the acquisition of supplies and services such as heavy equipment, large tools, motor vehicles, automated office equipment and supplies, fuels, chemicals, consulting services, industrial equipment, and service and construction contracts.~~

#### \* — 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. Review and prioritize requisitions and proposed specifications.
- ~~4. \* B. — Research existing needs in order to match current market availability.~~  
~~\* C. — Prepare bid requests and specifications.~~
2. \* D. Schedule~~schedule~~, receive and analyze bids.
- ~~\* E. — Recommend proposals regarding the awarding of bids.~~
3. \* F. Research procurement requirements mandated by various funding sources
4. Monitor vendor compliance with all terms and conditions of the purchase order.  
~~\* G. — Provide necessary documentation to clerical staff, departments, divisions, City officials, and vendors.~~
2. — ~~Coordinate purchasing procedures among departments and divisions.~~
5. \* A. — Compile department and division requests for similar products and services.
6. \* B. — Serve as liaison between the Purchasing Division and other City departments and divisions, including providing training on procurement rules, processes and systems.
3. — ~~Perform related duties as required.~~
7. \* A. — Research existing needs in order to match current market availability.
8. Recommend contracts for and monitor the disposal of surplus equipment, materials, and supplies.
9. \* B. — Resolve complaints from users, vendors, and the public.
10. \* C. — Interview new vendors.  
~~\* D. — Provide input for the maintenance of vendor and commodity files.~~
11. \* E. — Maintain current knowledge base of current developments in the purchasing field affecting divisional operations and concerns.
12. \* F. — Review new marketplace products and services.
13. \* G. — Participate in planning and improving Purchasing Division operations.  
~~\* H. — Supervise and train Division personnel as necessary.~~
14. \* I. — Assume the responsibilities of Purchasing Agent upon request.
15. J. — Perform work in order to determine source of products, goods, and services.
16. K. — Evaluate suppliers, goods, services, bids, and proposals.
17. 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.

18. Other duties may be assigned.

## JOB REQUIREMENTS

1. 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 degree Bachelor's Degree in Accounting, Public Administration, Business Administration, or a related professional field from an accredited college or university; plus a minimum of, and two (2) years of related professional experience; OR a minimum of five (5) years of related verifiable education/professional experience in a professional purchasing position; or~~
- ~~A. \*\* B. Verifiable experience equivalent to five (5) years in a position with duties closely related to those of the Senior Buyer; or~~
- ~~\*\* C. Five (5) years of verifiable training and/or experience combining the responsibilities and education listed above.~~

### 2. License Requirement Requirements

- ~~A. Ability to obtain a National Institute of Government Purchasing certification as a Certified Professional Public Buyer within two years of appointment; or~~
- ~~A. B. OR Ability to obtain within two years of appointment certification from the Institute for Supply Management as a Certified Purchasing Manager.~~

### 3. Knowledge Requirements

- ~~A. A. Extensive Thorough knowledge of current principals principles, practices, and methods of public sector purchasing.~~
- ~~B. \*\* B. Knowledge Thorough knowledge of the principles and practices of marketing.~~
- ~~C. C. Knowledge Working knowledge of equipment, materials, and services required by a municipal government.~~
- ~~D. \*\* D. Knowledge Working knowledge of electronic procurement data processing systems.~~
- ~~E. \*\* E. Knowledge General knowledge of management operations and quantitative analysis techniques applicable to procurement functions.~~
- ~~F. F. Knowledge Thorough knowledge and understanding of current purchasing statutes, regulations, policies, procedures, and programs.~~
- ~~G. \*\* G. Knowledge General knowledge of commonly used business software for personal computers.~~
- H. 4. General knowledge of problem solving and conflict resolution techniques.
- I. Working knowledge of applicable safety requirements.
- J. Knowledge of, or the ability to learn, City policies and procedures.

### 4. Skill Requirements

- ~~A. \*\* A. Skill in cost reduction techniques.~~
- ~~B. \*\* B. Skill in pricing and cost analysis.~~
- ~~C. \*\* C. Skill in contract negotiation.~~
- ~~D. \*\* D. Skill in operating and evaluating a public purchasing system.~~
- ~~E. \*\* E. Skill in evaluating and comparing the product specifications contract details, and cost elements of a bid proposal.~~
- ~~\*\* F. Skill in the operation of a personal computer and related software.~~

- ~~F.~~ \*\* ~~G.~~ Skill in managing and tracking multiple projects concurrently.  
~~G.~~ \*\* ~~H.~~ 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.  
~~H.~~ Skill in ~~communicating logically and~~ managing one's own time.  
~~I.~~ Skill in completing assignments accurately ~~in oral and written forms~~ with attention to detail.

5. ~~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 harmonious and cooperative relationships with supervisors, co-workers, vendors, and the general public.  
~~B.~~ \*\* ~~C.~~ Ability to exercise good judgment and accept personal responsibility.  
~~C.~~ \*\* ~~D.~~ Ability to communicate on a one-to-one basis or before groups to provide or obtain information.  
 \*\* ~~E.~~ Ability to prioritize, schedule, and undertake concurrent work assignments.  
~~D.~~ \*\* ~~F.~~ Ability to evaluate and apply pertinent trade information.  
~~E.~~ \*\* ~~G.~~ Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.  
 \*\* ~~H.~~ Ability to perform ~~SEDENTARY WORK~~, defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools.  
~~F.~~ ~~I.~~ 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.  
 Ability to ~~occasionally lift~~ communicate and/or carry objects weighing up to 50 pounds (for example, boxes of paper, ~~interact effectively, both orally and various office supplies~~).  
~~G.~~ \*\* ~~J.~~ Ability to transport oneself to, from in writing, with staff, vendors, bidders, administration, and around sites ~~members of the public meetings, projects, and customer contacts~~.  
~~H.~~ \*\* ~~K.~~ Ability to understand and follow instructions.  
~~I.~~ Ability to problem-solve a variety of situations.  
~~J.~~ Ability to set priorities and complete assignments on time.  
~~K.~~ Ability to attend work ~~on a regular~~ as scheduled and ~~reliable basis~~ /or required.

\* ~~Essential functions of the job~~

\*\* ~~Job requirements necessary on the first day of employment.~~ 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: _____	Class No: 3316
WC: 8810	Pay: _____	EEOC: Admin/Finance	CC: _____	Resolution: _____