



Senior Buyer

Department: Central Purchasing

Pay Grade: A13

FLSA Status: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made, as legally required, to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were actually listed in this job description.

JOB SUMMARY

Performs professional work involved in the procurement of a wide range of materials, supplies, equipment and services, ensuring compliance with established policies, procedures and regulations, and does related work as required.

ESSENTIAL JOB FUNCTIONS

- Prepares bid packages for invitation for bids (IFB) and request for proposals (RFP) and facilitates formal bidding procedures;
- Reviews, edits and recommends modifications to specifications and scope of work from departments;
- Develops bid notices and facilitates advertising in newspaper and websites;
- Conducts pre-bid meetings and bid openings, analyzes bids and makes recommendations to user departments for purchases;
- Researches sources, maintains bidders list, distributes bid packages;
- Reviews, negotiates and modifies terms and conditions of contract and processes contracts accordingly;
- Interviews vendors, salesmen and department heads/representatives concerning the purchase of supplies, equipment and services;
- Makes contacts with vendors, developing new supply sources;
- Keeps abreast of prices and general market conditions;
- Facilitates the disposal of surplus property, equipment and materials through auctions, sealed bids or salvage;
- Reviews purchase orders to ascertain that items are properly received, delivered and invoiced prior to recommending payment;
- Provides departmental support regarding MUNIS, purchase orders, change orders, expediting orders, follow up, etc.;
- Performs a wide variety of related professional tasks;
- Assists department contacts in routine purchasing policy and procedures;
- Obtains competitive pricing for routine purchases and assigns purchase orders accordingly;

- Assists with customer service issues for citizens, general public and vendors including interviews, bid inquiries;
- Assists Procurement Officer in responding to PIA requests, conducting vendor de-briefing, and reviewing protests and contract disputes and;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited university in Business Administration, procurement or closely related field; and three (3) years of professional purchasing experience, some of which shall have been of a responsible character in purchasing a wide variety of commodities and services.

Special Qualifications:

Certified Professional Public Buyer (CPPB) or Certified Professional in Supply Chain Management (CPSM), or equivalent is required.

Knowledge, Skills and Abilities:

- Knowledge of business methods, markets and purchasing practices, and laws relating to public purchasing;
- Skill implementing tact and diplomacy in dealing with vendors and department heads/representatives;
- Skill in exercising initiative, resourcefulness, good judgment and professional integrity;
- Ability to plan and supervise the work of others;
- Ability to use math and computers for word processing and in financial systems;
- Ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.;
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes;
- Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery;
- Ability to establish policies for using, acquiring, and/or maintaining technology systems;
- Ability to create and guide implementation of capital improvement plans or programs;
- Ability to create plans for and guide implementation of major construction projects; and
- Ability to create plans for and guide implementation of new technology systems.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of

balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Climbing ability: sufficient to ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Dexterity ability: sufficient to pick, pinch, type, or otherwise work, primarily with fingers rather than with the whole hand as in handling.
- Feeling ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping ability: sufficient to apply pressure to an object with the fingers and palm.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Stooping ability: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Visual ability: sufficient to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.