

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F355
FLSA:	N
WC:	8810
PG:	507
EEO:	5

CLASSIFICATION TITLE: BUYER I

PURPOSE OF CLASSIFICATION

The purpose of this classification is to procure a wide variety goods, supplies, materials and services for the City. Work involves obtaining the necessary commodities and services at the best price, with the best service and quality. Positions in this class use a variety of procurement methods including formal bids and proposals. Work is performed in accordance with City, State and Federal purchasing policies, procedures, standards and ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives and reviews purchasing requests and requisitions from City departments; verifies and/or obtains authorization needed to process request; meets with user departments to define needs; determines most appropriate procurement method for competitive solicitation; and assigns bid/RFP numbers and/or purchase order numbers; and enters data into the automated procurement system.

Prepares a variety of formal and informal procurement documents, including purchase orders, solicitation requests, Requests for Proposals (RFP), invitations for bids, and specifications; and works with user departments to develop and clarify specifications for requested goods, materials and services.

Advertises procurement opportunities to include posting information on the City's website and preparing legally required advertisements.

Administers solicitation and contract/bid awarding process: prepares solicitation packages for bids/proposals; organizes and conducts pre-bid and pre-proposal meetings; answers vendor and contractor questions regarding proposal/bid solicitations; distributes solicitation packages to potential vendors and contractors; solicits and accepts proposals/bids for assigned commodities and services; conducts bid/proposal openings in accordance with established policies and procedures; and documents bid tabulations, evaluations and recommendations for award.

Prepares award documents to notify vendors of successful bids; and prepares contract documents as required.

Coordinates and processes procurements which do not require formal sealed bid process; reviews requisitions; prepares specifications; researches and obtains price quotes for assigned commodities; verifies that commodities conform to specifications, determines the lowest, most responsive and responsible vendor/source; and places orders for items and issues purchase order numbers.

Ensures that all assigned procurement activities comply with applicable City, State and Federal policies, procedures regulations, standards and ordinances.

Reviews and/or confers with user Department regarding ordered materials, equipment and supplies; ensures commodities and services conform to specifications; resolves disputes and problems arising from delivered products

or services, vendor performance, or billing or shipping issues; and serves as liaison between vendors and user departments.

Assists accounts payable staff with researching and resolving billing issues; billing and purchasing problems as needed.

Performs on-going review of procurement issues for assigned commodities and services; monitors usage of items, equipment, supplies and services by the departments; identifies and/or validates the most efficient purchasing quantities, procedures, and sources; seeks new vendors and sources of supplies; interviews vendors for placement on vendor list; updates list as necessary; keeps abreast of market trends, new product availability and changes in procurement functions; and assists employees with identifying sources for items, equipment supplies and services.

Assists the Purchasing Manager in the formulation of office policies, procedures and programs as they pertain to the procurement operations.

Administers invoice/accounts payable activities for assigned operational areas such as vending machines, copier machines or other equipment and services; and prepares and processes related billing documents.

Establishes and maintains procurement files, records, lists and databases, including vendor catalog files, sole source files, vendor lists, signing authority lists, formal procurement files, and other pertinent documentation; compiles information; maintains procurement activity reports; and prepares a variety of reports upon request.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs general administrative duties in support of assigned responsibilities including preparing correspondence, entering and retrieving data using automated information systems, and answering telephones.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in purchasing, finance, businesses, or related field, supplemented by two years of purchasing experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Certification as a Certified Professional Public Buyer (CPPB) or equivalent is preferred.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires knowledge of the regulations, ordinances, standards, principles, policies, techniques and procedures for public procurement and the various grades, quality standards, sources of supply and price trends for assigned commodities and services. Must be able to procure a wide variety of commodities and services using appropriate procurement methods and complying with established policies, procedures, regulations and requirements.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.