

CITY OF SALINAS

SENIOR BUYER

BARGAINING UNIT/CLASS CODE:

AMPS / H24

DEFINITION

Under general supervision and within general legal and procedural guidelines, purchases and expedites a variety of materials, supplies and equipment for use by all City departments; develops sources of supply; prepares requests for proposal for complex, large-scale and/or difficult to obtain items.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct and indirect supervision over lower-level technical and clerical purchasing personnel.

DISTINGUISHING CHARACTERISTICS

This is the senior level in this technical purchasing series, performing the most complex and technical purchasing and expediting activities.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Process complex purchasing transactions in compliance with established laws, ordinances, policies and ethical principles. Determines appropriate methods of procurement. Develops specifications, terms and conditions; solicits competitive bids and proposals. Identifies and selects suppliers and monitors performance of suppliers. Evaluates and analyzes bids and proposals. Negotiates and develops contracts. Expedites and coordinate deliveries and conducts follow-up procedures when necessary. Review all departmental requests for equipment included in the Annual Operating Budget and six-year Capital Improvement Program. Coordinate with State of California on cooperative purchasing programs. Resolves purchase order and contract differences or quality problems with suppliers. Prepares detailed and complex written reports and makes recommendations to management and City Council. Prepares and manages the purchasing division's budget. Participates in the development of Citywide purchasing policies and procedures; recommends and implements policies and procedures. Provides professional procurement consultation, assistance and training to City staff at all organizational levels. Supervise the preparation of surplus or obsolete items for City sale, auction or disposition as needed. Supervises, schedules, trains and evaluates purchasing staff; recommends the selection, promotion and discipline of Division employees. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, fine print on product labels; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 40 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

CITY OF SALINAS
SENIOR BUYER (continued)

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Public purchasing methods and procedures, particularly in the area of services, sources of supplies, market and economic trends and conditions that affect procurement. Industry standards and practices for delivering products and services. Contract development and administration. Competitive bidding and legal requirements. Federal, State and municipal purchasing laws and procedures. Storekeeping and warehouse methods and practice including inventory control procedures. Principles of supervision, training and performance evaluations. Computer and automated purchasing systems.

Ability to:

Apply good judgment and make sound purchasing decisions. Interpret laws, policies, procedures and regulations. Identify potential sources and evaluate their financial stability and performance capabilities. Establish and maintain effective working relationships with suppliers and City officials and staff at all levels. Follow complex written or verbal instructions and procedures. Communicate clearly and concisely, orally and in writing. Maintain records, logs and databases. Make mathematical calculations, use computer word-processing, spreadsheet and purchasing software to prepare reports and maintain purchasing records, transactions and data. Work with frequent interruptions. Supervise, train, and evaluate technical and clerical staff members. Establish and maintain effective working relationships with those contacted in the course of the work. Instruct others in work procedures and provide lead direction in specified areas. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Must possess a valid California driver's license and maintain a satisfactory driving record.

Education and Experience:

An example of the education and experience which most likely demonstrates the required knowledge, skills and abilities would be any combination to equivalent to two years of college level courses in business administration or a related course of study and six (6) years of journey experience in purchasing and expediting a wide variety of materials, supplies and equipment, which has included developing formal specifications and sources of supply. College level coursework in business administration or a closely related field may be substituted for the required experience on a year-for-year basis to a maximum of two (2) years. Two (2) years performing similar purchasing duties within a public agency maybe substituted for two years of college level courses in business administration.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 3-99, REV: 8-05