TITLE: BUYER I - II

DEFINITION: Under direction, purchases a variety of materials, services, supplies, and equipment for use by operating departments.

REPORTS TO: Purchasing Agent

DISTINGUISHING CHARACTERISTICS:

Grade Level I      - Performs duties of the classification.

Grade Level II     - Performs duties of the classification; supervises subordinates; serves as assistant to the Purchasing Agent; and acts in that capacity during his/her absence.

EXAMPLES OF DUTIES:

• Receives and analyzes requisitions, solicits quotations, compares costs;
• Evaluates the quality and suitability of products and services, and makes or recommends purchases;
• Confers with vendors and requisitioning officers concerning purchases;
• Analyzes material requirements and commodity specifications;
• Prepares specifications for contracts and for purchases requiring written bids;
• Analyzes and awards bids;
• Interviews vendors and arranges for tests and demonstrations of products;
• Determines the best sources of supply and the reliability of vendors;
• Issues purchase orders;
• Prepares letters to the City Council relative to bid requirements;
• Uses computer in performing buying functions;
• Performs other duties as required.

MINIMUM REQUIREMENTS:

Graduation from a four-year accredited college or university with major work in business or public administration or closely related field;  
and  
Two years of full-time experience in purchasing a wide variety of industrial and governmental equipment, supplies and materials for use rather than for resale;

Additional experience of the specified type may be substituted on a year-for-year basis for up to two years of the required education;

Valid motor vehicle operator's license is required.

HISTORY:

Established - 12/14/50, revised - 04/26/65, 10/19/70, 05/10/88  
Approval/Adoption Dates: 05/10/88 - Human Resources Department  
06/15/88 - Civil Service Commission