

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Buyer
DEPARTMENT	Public Works\Operations
UNION:	114
SG:	11
CS:	Yes
FLSA:	Y
EE04CODE:	TE

NATURE OF WORK:

Performs purchasing duties for a variety of commodities for City departments. Duties require evaluating commodities subject to competitive bidding and other formal purchasing requirements and procedures. Receives and responds to requests and/or requisitions for purchase of materials including equipment, products and services. Consults with City staff including department heads, division managers and other customers to help define needs. Prepares bids, RFP's and RFQ's. Provides technical research, analyzes costs, performance specifications, safety and warranties. Responsible for training, expediting, bid evaluation and bid recommendations to Purchasing Manager.

DISTINGUISHING CHARACTERISTICS:

Distinguished from the class above (Lead Buyer) by performing purchasing duties under the oversight of the Lead. The Lead Buyer will spend significant time coordinating and monitoring the work of the purchasing unit, developing manuals, assisting with contract selection, reviewing the work of others, etc. The Buyer will focus on the day-to-day purchasing activities of the unit, preparing reports and responding to City departments' purchasing questions.

SUPERVISORY RELATIONSHIPS:

Reports to the Purchasing Manager, with work frequently assigned and reviewed by the Lead Buyer. Consults frequently with City personnel on purchasing requests. Works independently in carrying out assignments under the City, departmental and division policies and procedures, and applicable federal, state and local regulations.

ESSENTIAL FUNCTIONS:

1. Provides purchasing services to City Departments. Receives and responds to departmental requests and/or requisitions for purchase of a variety of materials. Identifies, analyzes, compares and makes purchase judgments based on lowest price, highest quality and availability.
2. Develops specifications for procurement of equipment and supplies for review by departments. Recommends specifications, procurement and bidding strategies, and ensures City specifications comply with federal, state and City laws, regulations, codes, policies, and procedures.

3. Researches catalogs, markets, studies trends, and keeps current on new developments and products, and locates potential suppliers. Contacts other public and private agencies in specification research work. Prepares reports by collecting, analyzing and summarizing information and trends.
4. Acts as City contact to handle problems and questions for City purchasing contracts for the life of contracts. Responds to department and vendor needs as required. Prepares reports, investigates complaints and secures adjustments as necessary.
5. Coordinates and forms teams to conduct performance tests or demonstrations of new equipment, supplies and/or materials for acceptance. Consults with departments regarding bids received and assists with the bid evaluations.
6. Responds to inquiries by City staff and the public on procurement rules, regulations, City charter, state and federal laws.

ADDITIONAL WORK PERFORMED:

1. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks and participating in professional societies.
2. Performs other related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Procurement management theory and technical equipment characteristics such as those required in Police, Fire, Public Works, Parks and general administration.
- Contract administration and contract law.
- Shipping and transportation details and problems.

Ability to:

- Adhere to highest ethical standards in administering City purchasing functions.
- Read, interpret, understand, and utilize code books, regulations, policy, and procedural manuals.
- Identify, analyze, compare, and make appropriate judgements about available materials through the use of catalogs and other vendor written materials.
- Add, subtract, multiply, divide, compute percentages and fractions, figure volume, space and load calculations.
- Ability to utilize computerized record keeping systems including spreadsheets, word processing and inventory control systems.
- Ability to gain rapid knowledge about new product development.
- Physical ability to perform the required duties. May lift up to 25 lbs. on a regular basis; must be able to bend, stoop, twist or work in other awkward positions. May require travel to other locations and job sites to inspect and/or research equipment, supplies or materials.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

Skill in:

- Strong oral communication and interpersonal skills for working with vendors and providing professional, objective buying services to City departments.
- Problem analysis, planning and organization, decision making, interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management.

WORKING ENVIRONMENT:

Work performed primarily in an office setting with extensive time spent at a computer workstation to develop specification documents, research information and perform administrative tasks. Visits field sites to research existing and new equipment for possible purchases. This includes stooping, bending and working in awkward positions to inspect equipment.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum two (2) years of procurement experience with fleet, equipment, materials, supplies, public bidding and specifications writing required, with one (1) year of this experience being in a State of Washington or municipal agency.
- Strong computer experience preparing spreadsheets, using data base management software and word processing software required.
- Experience in the development and use of Requests for Proposal (RFP's), Requests for Qualifications (RFQ's), Request for Information (RFI's) and complex requests for bid preferred.
- A.A. degree in business administration, liberal arts, engineering or a related field preferred.
- Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM) or Certified Professional Public Buyer (CPPB) certification preferred.
- A combination of education and experience that provides the applicant with the required skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record at time of hire. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal conviction and local background check.

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COMMISSION ADOPTION: _____ November 9, 2016