

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Lead Buyer
DEPARTMENT	Public Works\Operations
UNION:	114
SG:	16
CS:	Yes
FLSA:	Y
EE04CODE:	TE

NATURE OF WORK:

Assists Public Works Superintendent responsible for Purchasing in the coordination, administration and supervision of the procurement function. Additionally, performs all duties of the class below (Buyer) such as performing purchasing of a complex technical nature, researching and evaluating specialized and high-dollar value commodities subject to competitive bidding, communicating with City staff to help them define their purchasing/product needs, performing cost analyses, developing performance specifications, etc. Recommends bid award and bid strategies to the unit Superintendent. May assume additional responsibilities in the absence of the PW Superintendent responsible for Purchasing. Directs work and assists the Superintendent in evaluation of other buyers.

DISTINGUISHING CHARACTERISTICS:

Distinguished from the class below (Buyer) by the responsibility for providing assistance to the Superintendent responsible for Purchasing to coordinate, administer and monitor the work of the unit. May assign and direct work, provide input on the performance of other unit staff, as well as perform the full range of Buyer duties, particularly complex and high-dollar procurements.

SUPERVISORY RELATIONSHIPS:

Reports to the Public Works Superintendent responsible for Purchasing. Consults frequently with City personnel on purchasing requests. Works independently in carrying out assignments under City, departmental and unit policies and procedures, as well as applicable federal, state and local regulations. Gives technical advice, oversees workflow and trains other unit staff.

ESSENTIAL FUNCTIONS:

1. Assists in coordinating programs and activities of the Purchasing unit. Assigns and monitors work of Buyers, as needed. Approves purchase orders, invoices and bids. Assists departments with contract selection per established federal, state and City laws, regulations, codes, policies and procedures.

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 applicable laws, regulations, codes, policies and procedures
3. Researches markets, studies trends, 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 situation requires. 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 bid evaluations.
6. Coordinates the disposal, sale and transfer of, and accounting for, City surplus property. Ensures accurate record keeping.
7. Oversees the accuracy of purchasing-related information on the City's website. Answers questions and provides training to the public on use of the website. Ensures bids posted meet legal requirements.
8. Develops and maintains unit manuals and procedure documents to provide accurate and timely references per established unit policies and procedures.
9. Reviews and approves purchase requisitions submitted by other departments for compliance with the law. Contacts departments for additional documentation and information and ensures that all applicable purchasing guidelines and laws are met.
10. Oversees the accuracy of information in the unit's software system. Monitors daily use and operation of the system to ensure transactions are processed in a timely manner. Ensures that customer reports are produced, responds to customer and staff questions, and coordinates user training as needed.
11. Communicates with vendors, contractors and citizens to explain complex procurement rules and regulations. Responds to inquiries by City staff and the public on procurement rules, regulations, City charter, state and federal law.

ADDITIONAL WORK PERFORMED:

1. Maintains professional and technical knowledge by attending educational workshops. Reviews professional publications, establishes professional networks and participates in professional societies.
2. Performs other related duties as assigned within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Thorough knowledge of procurement management theory and technical equipment characteristics such as those required in Police, Fire, Public Works, Parks and general administration.
- Skill as a lead worker or supervisor, including assigning and monitoring the work of others, providing input for performance evaluations, and providing on-the-job training to others.
- Skill in other management areas including leadership, problem analysis, planning and organization, negotiation and decision making. Must possess interpersonal sensitivity, adaptability/flexibility, stress tolerance and ability to manage time effectively.
- Ability to review, develop and recommend new procurement procedures and regulations to the Superintendent.
- Ability to assess current and future needs and make recommendations for long-range planning.
- Ability to review processes and make recommendations for efficient operation of the unit.
- Ability to read, interpret, understand and utilize code books, regulations, policy and procedural manuals.
- Adherence to the highest ethical standards in administering City purchasing functions.
- Thorough knowledge of contract administration and contract law.
- Excellent communication skills: oral (for presenting proposals to management staff, presentations at meetings) and written (for preparing reports, recommendations, correspondence, etc.) and interpersonal skills for working with vendors and providing professional, objective buying services to City departments.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Ability to identify, analyze, compare and make appropriate judgments about available materials through the use of catalogs and other vendor written materials.
- Ability to add, subtract, multiply, divide, compute percentages and fractions, and figure volume, space and load calculations.
- Knowledge of various shipping methods and terminology, along with the benefits and possible liabilities of each.
- Ability to utilize computerized systems and applications, especially those used for spreadsheets, word processing, databases (Access) and record-keeping.
- Considerable knowledge of inventory control systems.
- Ability to rapidly gain 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 to inspect equipment. May require travel to other locations and job sites to inspect and/or research equipment, supplies or materials.

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:

- Associate's degree in business administration, liberal arts, engineering or related field.
- Five (5) years of procurement experience with fleet, equipment, materials, supplies, public bidding and specifications writing.
- Two years of procurement experience in a government agency. Three years of procurement experience in a State of Washington or Washington municipal agency highly preferred.
- Experience in the development and use of Requests for Proposal (RFP's), Requests for Qualifications (RFQ's), Requests for Information (RFI's) and complex requests for bid.
- Considerable computer experience preparing spreadsheets, using database management software (MS Access) and word processing software applications.
- Experience as a lead buyer, including overseeing the work of others, and/or purchasing supervisor or manager preferred.
- A combination of education and experience that provides the applicant with the required skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Must possess or obtain within 12 months of hire and maintain one of the following: Certified Purchasing Manager (CPM), Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO) or Accredited Purchasing Practitioner (APP) certification.
- Valid Washington State driver's license at time of hire with proof of good driving record. Candidates must submit a 3-year driving record abstract prior to hire.

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03/02

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2/07

COMMISSION ADOPTION: _____ March 14, 2007