

CITY OF MILPITAS
BUYER

Effective: June 1985
Revised: 08/00; 09/03;
09/14; 04/15
EEOC: Professional
Unit: Mid-Mgmt/
Confidential
Physical: 2

BUYER

DEFINITION

Purchase a wide variety of standardized and specialized materials, supplies, equipment and services for the City; consult with customer departments in developing specifications and soliciting bids for goods or services; administer bids, purchase orders and contracts as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing Agent.

May exercise indirect supervision over clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Purchase a wide variety of standardized and specialized materials, supplies, equipment and services for the City.

Review incoming requisitions for accuracy and completeness; resolve any problems or discrepancies with customer department.

Solicit both informal and formal bids.

Contact suppliers and vendors to determine availability, price, terms and delivery schedules regarding specific requisitions.

Analyze and evaluate competitive bids and make recommendations regarding award.

Develop and prepare purchase orders and contracts as appropriate; process all paperwork related to purchases including insurance certificates and endorsements.

Administer and review purchase orders and contracts; verify invoices against receipt; resolve discrepancies and problems regarding prices, delivery and/or quality.

Maintain contact with vendors and salespersons to remain informed of price trends, availability of supplies and goods, and new products available to the City.

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EXAMPLES OF DUTIES: *(Continued)*

Prepare reports and make presentations as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of purchasing.

Governmental purchasing laws and procedures.

Types and sources of supplies, materials, and equipment commonly used in a city including terminology and nomenclature.

Methods of purchasing by specifications and/or scope of work using competitive bidding or request for proposal.

Basic bookkeeping procedures and practices.

Ability to:

Research and write specifications and scopes of work for a wide variety of products and services.

Effectively purchase a wide variety of materials, supplies, equipment and services.

Interpret and apply applicable ordinances, rules, and regulations affecting purchasing operations.

Deal effectively with suppliers and contractors in situations requiring judgment, tact and firmness.

Analyze requisitions and work with customer departments to develop clear and concise specifications and/or scope of work.

Communicate effectively, orally and in writing.

Establish and maintain cooperative work relationships with City staff, vendors and the general public.

Ability to keep records, plan, schedule and manage projects.

Working knowledge of Microsoft Word and Exel applications.

Ability to: *(Continued)*

Ability to learn and utilize financial software for Purchasing

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of increasingly responsible experience in public agencies purchasing supplies, material, equipment and services.

Education: A Bachelor degree or any combination of training and experience equivalent to a Bachelor degree in Supply Management, Purchasing, Business Administration or a closely related field.

Substitution: Additional two years of increasingly responsible experience in the performance of purchasing related duties within a public agency may be substituted for two years of the education requirement.

LICENSE OR CERTIFICATE:

Possession and maintenance of a valid California Driver's License and current automobile insurance are required.

Possession of current CPM, APP, CPPO, or CPPB credential or other equivalent credential issued by a professional purchasing organization is highly desirable.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment, attend night (evening) meetings, and travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date