

BUYER

PURPOSE: Assist in the purchase of materials, supplies and equipment required for use in the operation and maintenance of city functions.

FUNCTIONAL AREAS:

1. Purchase materials, supplies and equipment for various city departments.
 - * A. Check requisitions and confer with departments regarding specification, quantity, quality, cost and delivery requirements.
 - * B. Follow up and expedite to assure delivery is made as required.
 - * C. Maintain a list of viable vendors to whom quotations may be sent for various commodities.
 - * D. Develop quotations or bids in such a manner as to assure that the delivery of material and service is consistent with need and cost benefits.
 - * E. Interview vendor's representatives and analyze pricing policies and delivery capabilities.
 - * F. Analyze a diversified number of items to be purchased and recommend new and/or substitute items where applicable.
 - * G. Resolve questions and complaints.
 - * I. Make tabulations, prepare reports, maintain files and records on matters pertaining to purchasing.
 - * J. Assist in making large purchases and awarding large contracts.
 - * K. Post items to online surplus auction web site, receive bids, and notify successful buyers..
 - * L. Perform data entry work.

JOB REQUIREMENTS

Education and Experience Requirements

- ◆ A. A college degree in Accounting, Public Administration, Business Administration or a related field from an accredited college or university plus one (1) year of verifiable experience in a professional purchasing position; OR four (4) years of progressive buyer experience.

Knowledge Requirements

- ◆ A. Knowledge of current principals, practices and methods of public sector purchasing.
- ◆ B. Knowledge of equipment, materials and services required by a municipal government.
- ◆ C. Knowledge of computerized purchasing methods

Skill Requirements

- ◆ A. Skill in communicating logically and accurately in oral and written forms.
- ◆ B. Skill in managing and tracking multiple projects concurrently.
- ◆ C. Skill in evaluating and comparing product specifications, contract details, and cost elements of a bid proposal.
- ◆ D. Skill in pricing and cost analysis.
- ◆ E. Skill in the operation of a personal computer and related software.

Ability Requirements

- ◆ A. Ability to research and compare product, quality, performance, and options with requirements of the City of Duluth.
- ◆ B. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- ◆ C. Ability to maintain accurate records and databases.

Physical Requirements

- ◆ A. Ability to transport oneself to, from, and around job sites.
 - ◆ B. Ability to occasionally transport (usually by lifting and carrying) materials such as boxes of computer paper weighing up to 30 pounds.
 - ◆ C. Fine dexterity for the purpose of computer and calculator work.
 - ◆ D. Ability to sit for extended periods of time.
 - ◆ E. Ability to talk and hear for the purpose of providing and obtaining information.
- * Essential functions of the job.
- ◆ Job requirements necessary on the first day of employment.

Anlst: JA	Class: 4119	Union: Basic	Pay: 130	CSB: 20090707
CC: 20090928	Res: 09-0586R	EEOC: Professional	EEOF: Admin/Finance	WC: 8810