

## **SENIOR BUYER**

**DUTIES:** Purchase supplies and services for the City of Duluth.

### **FUNCTIONAL AREAS:**

1. Perform necessary purchasing procedures for the acquisition of supplies and services such as heavy equipment, large tools, motor vehicles, automated office equipment and supplies, fuels, chemicals, consulting services, industrial equipment, and service and construction contracts.
  - \* A. Review and prioritize requisitions and proposed specifications.
  - \* B. Research existing needs in order to match current market availability.
  - \* C. Prepare bid requests and specifications.
  - \* D. Schedule, receive and analyze bids.
  - \* E. Recommend proposals regarding the awarding of bids.
  - \* F. Monitor vendor compliance with all terms and conditions of the purchase order.
  - \* G. Provide necessary documentation to clerical staff, departments, divisions, City officials, and vendors.
  
2. Coordinate purchasing procedures among departments and divisions.
  - \* A. Compile department and division requests for similar products and services.
  - \* B. Serve as liaison between the Purchasing Division and other City departments and divisions.
  
3. Perform related duties as required.
  - \* A. Recommend contracts for and monitor the disposal of surplus equipment, materials, and supplies.
  - \* B. Resolve complaints from users, vendors, and the public.
  - \* C. Interview new vendors.
  - \* D. Provide input for the maintenance of vendor and commodity files.
  - \* E. Maintain current knowledge base of current developments in the purchasing field affecting divisional operations and concerns.
  - \* F. Review new marketplace products and services.
  - \* G. Participate in planning and improving Purchasing Division operations.
  - \* H. Supervise and train Division personnel as necessary.
  - \* I. Assume the responsibilities of Purchasing Agent upon request.
  - \* J. Perform work in order to determine source of products, goods, and services.
  - \* K. Evaluate suppliers, goods, services, bids, and proposals.

### **JOB REQUIREMENTS**

1. Education and Experience Requirements
  - \*\* A. A degree in Accounting, Public Administration, Business Administration, or a related field from an accredited college or university; plus a minimum of two (2) years of verifiable experience in a professional purchasing position; or
  - \*\* B. Verifiable experience equivalent to five (5) years in a position with duties closely related to those of the Senior Buyer; or
  - \*\* C. Five (5) years of verifiable training and/or experience combining the responsibilities and education listed above.

2. License Requirement
- A. Ability to obtain a National Institute of Government Purchasing certification as a Certified Professional Public Buyer within two years of appointment; or
  - B. Ability to obtain within two years of appointment certification from the Institute for Supply Management as a Certified Purchasing Manager.

3. Knowledge Requirements
- A. Extensive knowledge of current principals, practices and methods of public sector purchasing.
  - \*\* B. Knowledge of the principles and practices of marketing.
  - \*\* C. Knowledge of equipment, materials, and services required by a municipal government.
  - \*\* D. Knowledge of electronic procurement data processing systems.
  - \*\* E. Knowledge of management operations and quantitative analysis techniques applicable to procurement functions.
  - F. Knowledge and understanding of current purchasing statutes, regulations, policies, procedures, and programs.
  - \*\* G. Knowledge of commonly used business software for personal computers.

4. Skill Requirements
- \*\* A. Skill in cost reduction techniques.
  - \*\* B. Skill in pricing and cost analysis.
  - \*\* C. Skill in contract negotiation
  - \*\* D. Skill in operating and evaluating a public purchasing system.
  - \*\* E. Skill in evaluating and comparing the product specifications contract details, and cost elements of a bid proposal.
  - \*\* F. Skill in the operation of a personal computer and related software.
  - \*\* G. Skill in managing and tracking multiple projects concurrently.
  - \*\* H. Skill in communicating logically and accurately in oral and written forms.

5. 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 harmonious and cooperative relationships with supervisors, co-workers, vendors, and the general public.
  - \*\* C. Ability to exercise good judgment and accept personal responsibility.
  - \*\* D. Ability to communicate on a one-to-one basis or before groups to provide or obtain information.
  - \*\* E. Ability to prioritize, schedule, and undertake concurrent work assignments.
  - \*\* F. Ability to evaluate and apply pertinent trade information.
  - \*\* G. Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.
  - \*\* H. Ability to perform SEDENTARY WORK, defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools.
  - I. Ability to occasionally lift and/or carry objects weighing up to 50 pounds (for example, boxes of paper and various office supplies).
  - \*\* J. Ability to transport oneself to, from, and around sites of public meetings, projects, and customer contacts.
  - \*\* K. Ability to attend work on a regular and reliable basis.

\* Essential functions of the job  
\*\* Job requirements necessary on the first day of employment.

|          |              |                     |               |                      |
|----------|--------------|---------------------|---------------|----------------------|
| HR: KG   | Union: Basic | EEOC: Professionals | CSB: 20020903 | Class No: 3316       |
| WC: 8810 | Pay: 133     | EEOF: Admin/Finance | CC: 20020923  | Resolution: 02-0625R |