

CITY OF CARSON

Title: SENIOR BUYER

Job Summary:

Reporting directly to ~~Under the direction of the~~ the Purchasing Manager, **processes requisitions, purchase** a variety of materials, equipment and services in a timely and cost effective manner for the City of Carson. Supervises Purchasing **team (i.e. buying, requisition processing, and clerical)** staff and ~~serves as to be~~ a member of the emergency response team.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Expedites and follows-up on purchase orders, issues purchase orders as authorized.
2. Processes, reviews and assigns work associated with the preparation of purchase orders.
3. Analyzes and edits requisitions, ~~and~~ writes specifications, **creates procedures and policies** for the purchase of a variety of commodities.
4. Assures that specifications do not limit bidding by undue restrictions.
5. Obtains bids, and requests for bids, by telephone, ~~eelectronically~~**computer** and letter; prepares formal bid packages as assigned; evaluates and examines bids for conformance with specifications.
6. Determines vendor to be used for single purchases, annual contracts and purchase agreements considering such factors as quality, price, delivery time, terms and reputation of vendor; determines lowest responsible bidder.
7. Combines orders to secure price discounts; inspects supplies and equipment purchased to assure conformance with specifications; examines product samples.
8. Attends demonstrations and discusses products with sales representatives.
9. Explains purchasing procedures to vendors.
10. Arranges for the transfer of sale or surplus or unused supplies and equipment.
11. Prepares change orders, council agenda items, and other documents concerning purchasing matters.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A Bachelor's degree in business or public administration, purchasing or related field or equivalent **is required**~~preferred~~. Two (2) years increasingly responsible experience in public procurement.

Knowledge of:

- . Modern procurement practices and techniques as related to municipal purchasing.
- . Negotiating skills to arrange terms and conditions, prices and scheduling.
- . Sources of supply, market conditions, price trends and priority practices.
- . Applicable state and federal laws regarding public procurement.
- . Basic math.
- . Modern office practices, procedures and equipment.
- . Record-keeping techniques.
- . Technical specifications.
- . **Microsoft Office (Word, Excel, Powerpoint)**

Skill and Ability to:

- . Purchase a variety of materials, supplies and equipment according to City policies and applicable laws.
- . Evaluate quality and price elements.
- . Prepare specifications and maintain records and files.
- . Analyze situations accurately and adopt an effective course of action.
- . Communicate effectively both orally and in writing.
- . Read, interpret and apply codes, rules, regulations, policies and procedures.
- . Plan and organize work.
- . Add, subtract, multiply and divide quickly and accurately.
- . Understand and follow oral and written directions.
- . Establish and maintain cooperative and effective working relationships with others.
- . Operate office equipment including personal computer and related software.
- . Meet schedules and time lines.
- . **Supervise staff**

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Perform work which is primarily sedentary.
- . Is subject to inside environmental conditions.
- . May be required to work at a video display terminal for prolonged periods.