

## BUYER

CITY OF CARSON  
Class Specification

City Council Reso. No.:  
Bargaining Unit: AFSCME 809  
FLSA: Non-Exempt

## BUYER

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## SALARY RANGE

~~\$33.05 – \$42.11 Hourly~~

~~\$5,729 – \$7,299 Monthly~~

## CLASS DESCRIPTION:

### Job Summary:

Under the direction of the Purchasing Manager, assists in the purchase of equipment, materials and services for the City of Carson. Incumbents in the Buyer classification perform a variety of responsible duties in the purchase of equipment, materials and services for the City of Carson. The Senior Buyer classification is the advanced level in the Buyer series. Incumbents perform specialized technical buying requiring knowledge of detailed and technical specifications and operate in a lead capacity over other purchasing personnel as assigned.

### ESSENTIAL DUTIES:

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. Analyzes and edits requisitions and writes specifications for the purchase of a variety of commodities utilizing Enterprise Resource Planning (ERP) system (i.e. Tyler Munis).
2. ~~Provides information to and consults with vendors.~~ Prepares invitations for bid and request for proposals which includes soliciting, evaluating, and negotiating contracts,

3.Pre pares change orders, council agenda items, and other documents concerning purchasing matters.

4.Maintains and adds to list of vendors to assure adequate competition.

5.Obtains bids ~~and, and requests for bids~~ specifications; ~~by telephone and letter.~~ consults and; interviews with and evaluates vendor reliability and their ability to deliver purchases.

6.~~Examines bids for conformance with specifications.~~ Examines bids for conformance with specifications by preparing ~~Prepares~~ purchasing related reports such as, but not limited to, vendor expenditure threshold ~~spend~~, requisitions, purchase orders, commodity expenditure and account expenditures.

7.Makes recommendations concerning vendors to be used for single purchases, annual contracts and purchase agreements considering such factors as quality, price, delivery time, terms, and reputation of the vendor.

8.Computes price changes and costs to determine the lowest responsible bidder.

9. ~~Investigates vendor reliability and ability to deliver purchases.~~

~~10.~~ Examines samples, attends demonstration, and discusses products with sales representatives.

~~104.~~ Assures that specifications do not limit bidding by undue restrictions.

~~112. Clarifies data on requisitions and determines the acceptability of alternate bids.~~ Effectively coordinates with other City department/divisions in procurement procedures and assists lower-level staff as appropriate, promoting a collaborative team environment.

13.Performs related duties as required.

#### **QUALIFICATIONS:**

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

#### **Education and Experience:**

~~Bachelor's degree in Business Management with emphasis in Finance or closely related field, or equivalent of t~~Two years college course work in business or a related field ~~or~~

~~equivalent~~ and two years increasingly responsible purchasing experience **required**.  
Experience and/or education in a related field may be substituted on a year for year basis.

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**Knowledge of:**

**•Policies, methods and procedures of purchasing.**

- Commodity pricing methods and bids.
- Sources of supply.
- Language and terminology employed in writing product specifications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable laws, regulations, policies and procedures.
- City organization, operations, policies and objectives.

~~Proficient in Word, Excel, and Power Point.~~

~~ERP or any enterprise system~~

**Skill and Ability to:**

- Compile, analyze and evaluate data.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, regulations, policies and procedures.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Interpret market prices and trends.
- Maintain accurate records

**Proficient in Word, Excel, and Power Point.**

Proficient with ERP or any enterprise resource planning system (i.e. Tyler Munis)

**WORKING CONDITIONS:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally: 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.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.