

CITY OF ARCADIA

BUYER/ PURCHASING OFFICER

DEFINITION

Under general direction, perform entry level (Buyer) or journey level (Purchasing Officer) purchasing, procurement of supplies, services, and equipment for the City. Develop, implement, and maintain a centralized purchasing, materials management and inventory control office including policies and procedures in conformance with legal requirements; to prepare, advertise, negotiate and solicit price quotes for products and services; to confer with other departments regarding their needs; to write specifications and make recommendation for award; to coordinate quantity discounts; to accept and dispose of surplus property; and to provide highly technical assistance to the Administrative Services Director.

DISTINGUISHING CHARACTERISTICS

Buyer – This is an entry-level position in the purchasing series. Positions at this level usually perform most of the duties required at the Purchasing Officer level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement.

Purchasing Officer – This is the journey level in the purchasing class series. Positions at this level are distinguished from the Buyer level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiatives. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Purchasing Officer level may be filled by advancement from the Buyer level with two years of increasingly responsible experience in accounting or financial records work related to requisitioning, purchasing or contract evaluation, sufficient funds in the budget, and successful performance reviews. When filled from the outside, the employee is required to have prior related experience, which allows the employee to meet the qualification standards for the Purchasing Officer level.

SUPERVISION EXERCISED

May exercise direct supervision over technical and clerical staff within the Purchasing Division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, direct and monitor the daily activities of the purchasing section.

Develop, maintain, and implement a centralized purchasing, materials management, and inventory control system including evaluation of current system.

Confer with other departments regarding purchasing needs; assist with writing of specifications; make recommendations regarding the award of such contracts.

Coordinate quantity and quality discounts; evaluate bids to ensure compliance with specifications were met or exceeded.

Meet with vendors and suppliers to discuss the City's needs and expectations; approve and add vendors to the City's approved bid list.

Conduct studies to analyze price trends.

Interpret, explain, and train other City employees on purchasing policies and procedures.

Analyze, review and update purchasing policies and procedures.

Maintain complex records and track all purchase orders, change orders and limited purchase orders.

Operate miscellaneous office equipment including computer, fax machine, calculator, printer and photocopy machine.

Attend Council meetings when agenda contains purchasing related issues.

Maintain all DMV records for City owned vehicles.

Accept and coordinate disposal of surplus supplies, scrap, and equipment.

Open, coordinate, and process all incoming and outgoing mail for the purchasing section

Purchase a wide variety of technical and non-technical items; procure professional services, equipment, materials and supplies.

Prepare bid specifications, assist in preparation of bid specifications and review specifications set by the departments; assure open competition and equal opportunity to bid.

Analyze competitive bids and proposals, conduct bid openings, evaluate bids to ensure compliance with specifications were met, and make recommendations on awards.

Negotiate bid prices, contracts, leases, and rental agreements; prepare contract agreements for professional and other services.

Maintain an appropriate file of catalogs and price lists for the use of the purchasing section.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Buyer

Knowledge of:

General principles and practices of inventory control and materials management.

Pertinent Federal, State, and local laws, codes, and regulations.

Financial practices in invoicing, overages, shortages, and returns for credit.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

General accounting practices in invoicing, overages, shortages, and returns for credit.

Safe driving principles and practices.

Skill to:

Operate modern office equipment, to include computer equipment and software programs such as Microsoft Office.

Operate a motor vehicle safely.

Ability to:

Perform basic mathematical computations with speed and accuracy.

Research, analyze, evaluate, and interpret purchasing methods and procedures.

Present proposals and recommended courses of action clearly and logically.

Interpret and explain City purchasing and inventory control procedures.

Evaluate all vendors' bids and bid documents for compliance with specifications.

Effectively maintain purchasing records and prepare reports.

Assist departments in obtaining specifications or in writing specifications and in securing quotations.

Work with the departments in the processing and acquisition of emergency purchases.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two years of increasingly responsible experience in accounting or financial records work related to requisitioning, purchasing or contract evaluation.

Training:

Equivalent to an Associate's degree with major course work in accounting, business administration, public administration, or a related field.

License or Certificate:

Possession of a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, reach, twist, lean, operate a computer keyboard, and lift files and reports from desk tops or file drawers. Speak clearly, hear normal voice conversation, distinguish colors and see small details, use a 10-key or calculator and work on a personal computer; and ability to travel to different sites and locations.

Purchasing Officer

Knowledge of:

Operations, services, and activities of a municipal purchasing program.

Modern and complex principles and practices of inventory control and materials management.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Storekeeping and warehousing methods and practices.

Methods of disposal for vehicles, equipment, and supplies by auction.

Supplies, materials, and equipment commonly used by the City, including terminology and nomenclature.

Accounting practices in invoicing, overages, shortages, and returns for credit.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Analyze, evaluate and interpret purchasing methods and procedures.

Interpret and explain City purchasing and inventory control procedures.

Present proposals and recommended courses of action clearly and logically.

Develop, revise, and install purchasing systems and procedures.

Maintain complex purchasing records and prepare detailed reports.

Impartially and accurately evaluate all vendors' bids and bid documents for compliance with specifications.

Serve in an advisory capacity to assist other departments in obtaining specifications or in writing specifications and in securing quotations.

Analyze a variety of technical problems resulting from the diversified nature of items purchased.

Exercise judgment and initiative in locating sources of supply and in ensuring on-time and competitive basis deliveries.

Consolidate purchases of like or common items.

Work with the departments in the processing and acquisition of emergency purchases.

Determine if the quality of the materials, the serviceability of the equipment or the services rendered met or exceeded requirements.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of professional purchasing experience.

Training:

Equivalent to a Bachelor's degree with major course work in accounting, business administration, public administration, or a related field.

License or Certificate:

Possession of, a valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, reach, twist, lean, operate a computer keyboard, and lift files and reports from desk tops or file drawers. Speak clearly, hear normal voice conversation, distinguish colors and see small details, use a 10-key or calculator and work on a personal computer; and ability to travel to different sites and locations.

Effective Date: January 1999

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