

**BUYER SERIES**

**Definition:**

Under general supervision solicits bids related to, negotiates for and purchases a wide range of materials, supplies, equipment and services in accordance with complex legal and procedural guidelines; provides procurement assistance to City departments; performs bid/proposal evaluation and related analyses and performs related work as required.

**Class Titles**

**Buyer I  
Buyer II**

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Processes complex purchasing transactions in compliance with established laws, ordinances and policies.

Corresponds with, answers questions from, and supplies information and interpretation of policies, procedures, changes and actions to employees, vendors and other agencies.

Evaluates new products, comparative prices, market conditions and trends.

Provides procurement consultation, assistance and training to City departments.

Develops and analyzes purchase specifications, terms and conditions.

Solicits competitive bids and proposals and evaluates/analyzes bids and proposals.

Identifies and selects suppliers and monitors supplier performance.

Negotiates, develops, monitors and maintains contracts, leases and blanket purchase orders.

Expedites deliveries and conducts follow-up as necessary.

Generates and revises purchase orders including change orders; purchases goods and services on a purchase order in accordance with established approval levels.

Resolves purchase order and contract differences or quality problems with suppliers; troubleshoots complaints about quality, shortages, damage or duplicate orders.

Verifies orders, requisitions and invoices for proper departmental authorization and payment.

Operates a personal computer and applicable software to produces spreadsheets, enter data, create purchase orders and research items via the Internet.

Prepares detailed and complex written reports and makes recommendations to management; Prepares legal advertisement for publication.

Provides procurement assistance and training to City departments.

Maintains information on new products, market conditions and trends.

Attends demonstrations, visits manufacturers and vendors and visits a variety of City facilities to prepare bid specifications.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Assists in developing short-term and long-term purchasing objectives.

Provides direction to clerical and technical employees as needed.

**Class Characteristics:**

Buyer I/II is a single incumbent class with technical and professional duties relating specifically to the purchasing function of the City. The Buyer I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Buyer II is the journey level in the series. A Buyer II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgement and initiative.

Positions in the Buyer class series are flexibly staffed; positions at the Buyer II level are normally filled by advancement from the Buyer I level; progression to the Buyer II level is dependent on (a) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (b) current performance rating of "Exceeds Expectation" or better; (c) at least one year of employment as a Buyer I; and (d) City Manager approval for progression to the Buyer II level.

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

Public purchasing methods and procedures and sources of supplies.

Methods of research analysis.

Market and economic trends and conditions related to procurement.

Industry standards and practices for delivering products and services.

Supplies, materials, equipment and services used in the operation of a municipal government.

Purchase contract development and administration.

English usage, spelling, grammar and punctuation.

Modern office practices, methods, and computer equipment and applications related to the work.

Techniques for providing a high level of customer and telephonic service.

Business Math.

**AND**

**Ability to:**

Write complex specifications, contracts and reports and solicit and negotiate bids.

Analyze and evaluate detailed quotations, bids and proposals.

Use good judgment and initiative to make sound decisions in accordance with established procedures and policies.

Compose correspondence and reports independently.

Use English effectively to communicate in person, over the telephone, and in writing.

Review purchasing related documents for completeness and accuracy.

Organize work, adhere to multiple deadlines and handle multiple projects.

Understand and carry out oral and written instructions independently.

Make accurate mathematical calculations and perform basic accounting functions.

Identify applicable contract elements based on the product or service being purchased.

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

Correctly interpret and tactfully explain City purchasing policies and procedures.

Maintain records, logs and data base information.

Read and write at the level required for successful job performance.

Handle job stress and maintain composure.

Operate modern office equipment including computer equipment and applicable and specialized software and maintain purchasing database and records.

**Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Buyer I**

An associate degree from an accredited community college in business administration or a closely related field.

**Buyer II**

A bachelor's degree from an accredited college or university in business administration or a closely related field; possession of a Certified Purchasing Manager (CPM) certification issued by the Institute of Supply Management, Certified Professional Public Buyer (CPPB) certification issued by the Universal Public Procurement Certification Council, or comparable designation is desirable.

**AND**

**Buyer I**

One year of purchasing experience including the purchase of a variety of materials and supplies.

**Buyer II**

Three years of progressively responsible purchasing experience including the purchase of a variety of materials and supplies; experience in a municipal and/or high-volume setting is desirable.

**Special Requirements:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Buyer file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed primarily in an office environment. Some work is performed on-site visiting vendors and City facilities. Office work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. When performing on-site work an incumbent may stand and walk on slippery/uneven surfaces or slopes. An incumbent drives a vehicle on City business, may kneel, crouch, bend, twist, reach, grasp, lift, push, pull and drag boxes of files and records weighing 30 pounds or less and must be able to meet the physical requirements of the class and have mobility, vision to include color vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt

Revised September 2023

Revised March 2020 including a title change

Revised July 2003

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