

## CITY OF CARSON

**Title:** BUYER

**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 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. Analyzes and edits requisitions and writes specifications for the purchase of a variety of commodities.
2. Provides information to and consults with vendors.
3. Prepares 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 requests for bids, by telephone and letter.
6. Examines bids for conformance with specifications.
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.
11. Assures that specifications do not limit bidding by undue restrictions.
12. Clarifies data on requisitions and determines the acceptability of alternate bids.
13. 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:**

Two years college course work in business or a related field or equivalent and two years increasingly responsible purchasing experience.

**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.

**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

**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.
- . Perform work which is primarily sedentary.
- . Is subject to inside environmental conditions.