

Buyer



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position is responsible for technical work in procurement, contracts, and bid solicitation for City departments. -Work includes responsibility for the procurement of items, supplies, and services used throughout the City. -~~Work~~It also includes ~~reconciliation-reconciling~~ and uploading of P-card transactions into ~~the~~ ERP system, vendor maintenance and contract maintenance within the ERP system. Work is performed under ~~the~~ general supervision of the Purchasing Agent.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, drafts, and administers City contracts, contract change orders, and amendments; recommends changes and administers contract content, including materials, equipment, and service costs; develops contract language, and ensures compliance with insurance requirements.
- Maintains active contracts log and insurance contract compliance; logs all active contracts, follows up with City Departments and vendors on expiring/expired contracts and expiring/expired insurance; forwards documents for legal review and to records for recordkeeping.
- Purchases supplies, equipment, and facilitates contract services; reviews and approves requisitions and issues purchase orders; prepares and obtains quotes from vendors; confers with customers and City staff to resolve questions and discrepancies regarding purchase requirements.
- Performs research on products and services based on the needs of the departments and makes recommendations as needed.
- Reviews, evaluates, and monitors department purchase requisitions for proper authorization, specifications, and legal compliance.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types, in accordance with City policy and procedure, and as required by City ordinance and state statutes.
- Evaluates suppliers, goods, services, bids, and proposals as needed.
- Coordinates the advertisement of statutorily required public notices of committee meetings, and other public purchasing-related meetings.
- Coordinates formal pre-bid meetings, bid openings, and site visits.
- ~~Approves purchase contracts up to determined limits.~~ Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Issues purchase orders, addenda, and vendor notifications.

- Makes recommendations regarding the selection of suppliers based on supplier performance, creditworthiness, overall responsiveness, and cost.
- Resolves problems of shortages and improper orders with vendors.
- Serves as a liaison between the City and vendors. Ensures vendor performance in areas of customer service and support.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Performs A/P functions in the absence of the Senior Accounting Technician.
- ~~Monitors accounts receivable for EMS Services. Serves as a liaison between residents and billing company when necessary.~~
- Follows and monitors purchasing laws and regulations.
- Provides backup support to the Purchasing Agent, as required.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Associate degree or equivalent. Three (3) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire~~Possess or be able to obtain a valid State of Florida driver's license within 30 days of hire.~~

Knowledge, Skills, and Abilities:

- Knowledge of current software programs such as Microsoft Word, Excel, and Outlook.
- Knowledge of office technologies such as copiers and facsimile machines.
- Knowledge of the practices involved in governmental purchasing property and control principles and procedures.
- Ability to prepare correspondences, reports, forms, budgets, studies, assessments, and financial and payroll documentation, using prescribed formats, and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to apply principles of logical or systematic thinking to define problems, collect data, establish facts, and ~~to~~ draw valid conclusions.
- Ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including procurement, financial concepts, and personnel terminology.
- Ability to utilize mathematical formulas such as those used to add and subtract, multiply and divide, and the use of decimals and percentages.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light weight (5-10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.