

Buyer

POSITION SUMMARY:

Perform a variety of technical duties involved in the procurement of goods and services for City departments and operations; receive, examine and process department requisitions and Purchase Orders Releases (POR), assist in the development of Requests for Proposals, Requests for Bids and the development and issuance of Quick Quotes and other necessary documents.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level management staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Obtain through accepted purchasing practices, a diversified range of goods and services for City departments; make necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies.
2. Receive, examine and process department requisitions and purchase orders; answer questions and provide information for department staff; prepare budget estimates for Operational or Capital equipment purchases.
3. Assist in the preparation of Requests for Proposals, Requests for Bid and the development and issuance of Quick Quotes and other necessary documents related to the purchase of supplies, equipment, services and materials.
4. Prepare small purchase bids and submit electronically via the web using current Central Purchasing Office-provided software.
5. Evaluate and analyze Quick Quotes and submit to the Central Purchasing Office; make recommendations on compliance with City purchasing ordinances, annual contributions contract, standards, policies and procedures.
6. Contact vendors to obtain quotes for stock and special order items; research availability, quality and price of equipment and supplies; prepare summary documentation.
7. Investigate and develop new supply sources; stay abreast of new trends and innovations of routinely purchased supplies, material, services and equipment.
8. Maintain a variety of logs and records relating to the purchase and procurement of materials, supplies and equipment.
9. Make routine purchases as necessary; confer with department personnel regarding supply needs; consult with suppliers and other sources to fill supply needs appropriately; compile necessary quotations.
10. Prepare and compose a variety of reports, statistical data and correspondence.

SUPPLEMENTAL FUNCTIONS:

1. May review and determine the level of insurance that is required in order to limit City liability.
2. May attend pre-bid conferences and respond to inquiries from potential suppliers.

3. Maintain file of catalogs (database & online), price lists and other purchasing material to be used by City personnel seeking current information on new products.
4. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education and experience directly related to the minimum requirements may be interchangeable on a year for year basis.

Bachelor's degree in business or accounting; **and**

Two (2) years purchasing, accounting or bookkeeping experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid New Mexico Driver's License or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

PREFERRED KNOWLEDGE:

- Purchasing principles, practices and governing ordinances
- Purchasing principles and contract administration practices and governing ordinances, rules and regulations at a municipal, state or federal agency.
- Principles and procedures of governmental purchasing and contract administration
- Modern office procedures, methods and computer equipment
- Basic mathematical principles
- Basic principles and procedures of financial record keeping and reporting
- Principles and procedures of financial record keeping and reporting
- Pertinent Federal, State and local laws, codes and regulations including regulations concerning Municipal purchasing
- Computer software within assigned area

PREFERRED SKILLS AND ABILITY:

- Apply purchasing principles and practices
- Prepare and maintain a variety of detailed and accurate operational and financial records
- Explain City purchasing policies and procedures
- Maintain detailed and accurate operational and financial records
- Work independently in the absence of supervision
- Prepare and maintain a variety of operational and financial records
- Interpret, apply and explain City purchasing policies
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

Environmental:

Work in an office environment; exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

