

City of Fort Worth, Texas Job Description

Classification Title	Buyer I		
Job Code:	PR1190	Job Family:	Professional
Pay Grade	608	Date Reviewed:	04/04/2019
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Under direct supervision, manages basic procurement assignments and works with limited independence to operate. Performs the most routine professional purchasing duties requiring general working knowledge of municipal purchasing policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Participates in the purchase of equipment, materials, services, and supplies.
2. Receives, examines, and processes departmental requisitions.
3. Prepares bid specifications and other necessary documents related to the purchasing of equipment, materials, services, and supplies in both formal and informal situations.
4. Solicits bids from appropriate vendors, and compares costs and evaluates the quality and suitability of equipment, materials, services, and supplies.
5. Selects appropriate vendors; accomplishes the purchase of equipment, materials, services, and supplies used in City departments.
6. Maintains contact with vendors; keeps informed of new products, market conditions, and current prices; monitors and evaluates vendor performance.
7. Confers with departmental representatives to determine purchasing needs, specifications, areas of standardization, and special problems.
8. Coordinates purchasing activities with other City departments, divisions, sections, and outside agencies.
9. Investigates and follows-up on changes and complaints, secures adjustments, and makes changes and corrections to purchase orders.

10. Serves as liaison on matters relating to substitutions, equivalents, delivery schedules, and vendor problems.
11. Assists in the disposition of surplus property and equipment.
12. Assists with the minority/women business enterprise program as needed.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Purchasing practices and procedures, including the techniques of specification writing.
 - Methods and techniques utilized in grading and analyzing the quality of equipment, materials, services, and supplies.
 - Basic accounting procedures and practices.
 - English usage, spelling, and punctuation.
- **Skill in:**
 - Computers and applicable software.
 - Customer service.
 - Organization and time management.
 - Research and deductive reasoning.
 - Conflict resolution.
 - Negotiation and mediation.
 - Tact and diplomacy.
 - Cost/price analysis.
 - Contract development.
- **Ability to:**
 - Learn Federal, State, and municipal purchasing laws and procedures.
 - Evaluate quality and price of products to judge suitability of goods and alternatives offered.
 - Prepare specifications.
 - Establish and maintain cooperative relationships with departmental representatives and vendors.
 - Communicate clearly and concisely, orally and in writing.
 - Tactfully and skillfully obtain the proper materials and services in a timely manner for a fair and reasonable price.

MINIMUM JOB REQUIREMENTS

A Bachelor's Degree from an accredited college or university with a major in business or public administration, purchasing, materials management, marketing, economics, accounting, or a closely related field. No experience required.

OTHER REQUIREMENTS

Possession of a valid Texas Class C Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.