

City of Fort Worth, Texas Job Description

Classification Title	Senior Buyer		
Job Code:	PR2310	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/14/2015
FLSA Status	Exempt	Date Revised:	04/04/2019

GENERAL SUMMARY

Under minimal supervision, manages highly complex procurement assignments and works independently to operate and make decisions. Performs highly complex technical tasks related to assigned area of responsibility. Supervises lower-level professional and clerical personnel.

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. Receives and ensures proper handling of bid bonds, bid security and cashier's checks received with responses to solicitations.
9. Coordinates purchasing activities with other City departments, divisions, sections, and outside agencies including Inter-local Agreements and Cooperative Purchasing Agreements.

10. Investigates and follows-up on complex changes and complaints, secures adjustments, and makes changes and corrections to purchase orders.
11. Serves as liaison on complex matters relating to substitutions, equivalents, delivery schedules, and vendor problems.
12. Assists in the disposition of surplus property and equipment.
13. Assists with the minority/women business enterprise program as needed.
14. Coordinates and negotiates the more technical, complex, and large-scale procurement of equipment, materials, services, and supplies.
15. Selects appropriate vendors based on evaluations and prepares bid award information for City Council.
16. Prepares reports to City Council for the extension of existing contracts, agreements, sole source justifications, and other information as necessary.
17. Supervises, plans, assigns, reviews, and participates in highly complex and technical purchase and distribution of equipment, materials, services, and supplies.
18. Establishes procedures for day-to-day operations; interprets and implements division policies.
19. Analyzes difficult, highly complex, technical and recurring problems and recommends solutions to the manager.
20. Assists in maintaining control of large expenditures and adheres to purchasing policies and procedures.
21. Supervises, trains, and evaluates assigned staff.
22. Performs other related duties as required.
23. 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.

- Equipment, materials, services, and supplies typically used in municipal services and the best source for such products.
 - Federal, State, and municipal purchasing laws and procedures.
 - Budget and accounting procedures and practices.
 - Economic trends and their effect on purchasing.
 - Principles of supervision and training.
 - Principles of contract negotiation.
 - Inventory control and warehouse management techniques.
 - Methods for collection, management, distribution, and disposition of surplus property.
- **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.
 - Interpret and explain City purchasing policies.
 - Adapt to change and provide suitable alternatives in emergency situations.
 - Supervise, plan, assign, and review the work of lower-level personnel.
 - Plan in advance and prepare for economic changes such as scarcity of materials, product reliability, delivery capability, and competitive pricing and inflation.

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 and five (5) years of journey-level experience in the volume purchasing of a variety of general and specialized goods and services, the preparation of bid specifications and soliciting bids from appropriate vendors, and the selection of vendors for contract award. Municipal purchasing and supervisory experience are desirable.

OTHER REQUIREMENTS

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

Certification:

If assigned to Financial Management Services Department, must have and maintain a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) certification in accordance with Universal Public Procurement Certification Council (UPPCC) guidelines.

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.