



DATE	October 2023
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Senior Buyer
 DEPARTMENT/DIVISION: Finance Department/Purchasing Division
 REPORTS TO: Purchasing Manager

SUMMARY: Responsible for the preparation of complex bids and identifying best types of contracts to obtain supplies, and services. Duties include leading the gathering, reviewing, and compiling of specifications for bids; identifying if service level agreements with milestones are warranted for service contracts. Establishing timelines, panel reviews and final tabulations for departments to select an awarded vendor. Review of Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and participates in the procurement of goods and services, which includes: gathering, reviewing, and compiling specifications for legally-required bid processes; placing advertisements in newspapers; notifying vendors of bid opportunities; developing tabulation sheets; collaborating with departments on award recommendations; preparing Council agenda letters, vendor awards, and rejection letters; notifying departments of bid status, expenditure amounts, and contract dates; and/or, performing other related activities.
- Identifies Co-op and Interlocal opportunities to share with internal departments.
- Authorizes purchase orders. interdepartmental memos/letters and provides other support related to the purchasing of supplies and equipment.
- Assists in the maintenance of the City’s procurement software systems and supports the month-end and year-end procedures of the Finance Department.
- Administers of the City’s Purchasing Card Program and/or other related credit card accounts.
- Coordinates with customer department the preparation of contracts for legal review.
- Serves as the Unit's website administrator.
- Responds to vendor inquiries concerning bid specifications and openings in accordance with established guidelines and procedures.
- Provides guidance to departments on procedures and policies.
- Prepares various system generated reports for information such as vendors, supplies, and purchases.
- Collaborates with internal accounts payable to resolve billing issues.

- Establishes online training webinars for continued learning.
- Seeks training opportunities for certifications.
- Lead in administering the procurement card program and/or other related credit accounts.
- Runs periodic vendor spend reports.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of municipal procurement principles and practices.
- Knowledge of cash handling procedures.
- Knowledge of general accounting principles.
- Knowledge of basic budgeting principles.
- Knowledge of mathematical principles (e.g., simple algebra and basic statistics).
- Knowledge of vendor management principles and practices.
- Skilled in posting figures/numbers rapidly and accurately.
- Skilled in using various computer software.
- Skilled in managing formal bid procedures.
- Skilled in managing vendor relations.
- Skilled in reading, interpreting, and analyzing bids, contracts, and purchasing documents.
- Skilled in providing customer service.
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects.
- Skilled in defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
- Skilled in preparing clear and concise reports.
- Skilled in operating a computer and related software applications.
- Skilled in written communication.
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business, Accounting, Public Administration, or related field.
- Coursework in General Business Administration, customer service, including procurement.
- Two years of progressively responsible procurement experience.

PREFERENCES:

- Minimum two (2) years of municipal procurement experience.
- Knowledge of procurement software processes.
- Contract management experience.

WORKING CONDITIONS:

- Frequent reaching, squatting, stooping, sitting, talking, seeing, hearing, and manual dexterity.

- Occasional lifting and carrying up to 20 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must have satisfactory criminal history check.
- Must have satisfactory financial history check.
- Must have satisfactory vehicle records check.