

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BUYER

PERSONNEL COMMISSION APPROVAL:	OCTOBER 21, 2020 (REVISED)
COUNCIL APPROVAL:	DECEMBER 2001

JOB CODE:	0112
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT NON-EXEMPT
FLSA STATUS:	PROFESSIONALS
EEOC CODE:	

JOB SUMMARY

Under general supervision, purchases supplies, materials, equipment, and services in accordance with established policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Finance Analyst, Finance Manager – Budget

DISTINGUISHING CHARACTERISTICS

The Buyer performs journey-level work in the cost-effective procurement of a wide variety of supplies, materials, equipment, and services used by all City departments

EXAMPLES OF ESSENTIAL DUTIES

- Receives, examines, and processes departmental requests for supplies, materials, and services
- Consults with department personnel on procurement needs
- Generates and revises purchase orders including change orders
- Researches market for products and services; develops, reviews and analyzes specifications and standards for products
- Identifies and contacts vendors regarding procurement needs, specifications, bids and prices; invites, reviews and awards bids; investigates complaints
- Negotiates agreements or contracts; places orders with authorized vendors
- Maintains quality and price standards for items purchased
- Expedites delivery, billing and receiving documents
- Monitors and maintains contracts, leases and blanket purchase orders
- Troubleshoots problems with vendors, merchandise or deliveries
- Receives and responds to inquiries from other employees and vendors regarding procurement policies and procedures; may provide ongoing technical support, instruction,

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- and assistance with the City's purchasing system as needed
- Provides purchasing support to the Emergency Operations team when the Emergency Operations Center is activated
- Assists with the management of the reprographics and mail room contract
- Generates routine correspondence and/or develop Requests for Quotations or Proposals, formal bids and other solicitations for supplies, materials or contract work
- Coordinates the Citywide credit card purchasing program or other related purchasing programs; activates new cards; collects and reviews statements, reconciles statements to master invoice and process for payment
- Stays abreast of current state and federal regulations and business practices related to area of assignment
- Facilitates the competitive bidding process, including bid opening, review and rating summarization
- Makes recommendations for modifications in procurement policies and ordinances as appropriate
- Answers telephone, assists callers and handles problems or disputes as necessary
- Coordinates the storage and disposal of City surplus property; assists in preparing for the sale of surplus property
- Reports to work as scheduled, works a variety of schedules including evenings, weekends, and holidays as required;
- Maintains regular and consistent attendance record
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations
- Applicable local, state and federal laws, regulations, policies and practices governing municipal purchasing operations
- Material specification and terminology
- Competitive bidding processes and practices
- Administration of leases and contracts; basic mathematics
- General office procedures and practices

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- Effective customer service practices
- Methods and techniques of public relations
- Principles and practices of record keeping, report writing and project management
- English usage, spelling, grammar, and punctuation
- Modern office procedures, methods, and equipment including computers and applicable software applications

Ability to:

- Research and utilize data and information to achieve cost effective results
- Negotiate contracts, agreements, and/or pricing schedules for services, supplies, and equipment
- Advise and explain purchasing policies, procedures, and standards
- Maintain accurate financial records and reports for informational, auditing, and operational use
- Manage multiple priorities and meet deadlines
- Operate personal computer and finance software applications
- Keep accurate and detailed records in an automated environment
- Communicate effectively, both orally and in writing
- Work independently, and balance competing priorities
- Employ creativity in developing solutions, identifying alternatives, projecting outcomes and consequences of proposed actions, and implementing recommendations
- Maintain confidentiality
- Interpret and apply laws, rules, regulations, ordinances, municipal codes accurately and appropriately
- Represent the department with tact and diplomacy
- Be collaborative and deal constructively with conflict and develop consensus
- Effectively administer negotiated purchasing agreements
- Report to work as scheduled; and work extended hours beyond the established schedule
- Follow directions, and accept evaluative and constructive recommendations for change and improvement
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Conduct work in a professional manner
- Travel to offsite locations within a reasonable time period

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Education: Associate's degree from an accredited college or university with coursework in business or public administration, purchasing, accounting, finance, or other related field. A Bachelor's degree in Business Administration, Finance, or other related field is desirable.

Experience: Three (3) years' professional experience purchasing materials, equipment, supplies, and services. Government purchasing experience desirable.

License/Certificate: Valid California Class C driver license and an acceptable driving record required by time of appointment and throughout employment.

Certified Professional Public Buyer (CPPB) certificate issued by the National Institute of Governmental Purchasing or the Universal Public Procurement Certification Council desirable.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is primarily performed indoors and involves detailed concentration in an office environment. The work requires sitting at a desk or table for prolonged periods of time and daily use of a computer, keyboard, mouse, screen and related equipment. The incumbent sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 25 pounds or less. Must be able to read printed materials; hear and speak proficiently; communicate in person, before groups and via telephone. Walking and standing in and between work areas is necessary. Requires operation of a motor vehicle to attend a variety of off-site meetings, workshops, training, and seminars.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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