

BUYER I  
BUYER II

DEFINITION

To perform responsible professional duties related to the procurement of supplies, materials and professional services; to provide technical assistance to City departments regarding procurement policies and procedures; and to interact with vendors regarding pricing and terms.

DISTINGUISHING CHARACTERISTICS

Buyer I - This is the entry level class in the Buyer series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks. The Buyer I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Buyer II - This is the journey level class in the Buyer series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Buyer I

Receives general supervision from the Purchasing Supervisor.

Buyer II

Receives direction from the Purchasing Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare Request for Qualifications (RFQ), working collaboratively with end user for the inclusion of technical specifications; contact potential bidders and place advertisements, following City procurement policies and procedures.

Receive, open and award bid; contact vendors; prepare City Council communication regarding bid award.

Review Requests for Proposals (RFP) as requested by City departments; provide technical expertise and advice regarding procurement process, ensuring City procurement policies and

procedures are adhered to; provide training to end users in the use of automated procurement software.

Receive and review purchase requests and set up new vendor accounts; review vendor terms and conditions for appropriateness and prepare purchase order and service agreements.

Receive, research and resolve issues with vendors; process change orders as necessary.

Oversee the City's annual open purchase order and service agreement process; coordinate with end user departments for contract adjustments and negotiate terms with vendors.

Serve as administrator for the City's credit card program; reset passwords, order new/replacement cards, change credit limits, disable cards and respond to fraud alerts.

Recommend and participate in implementation and improvement of policies and procedures.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

### MINIMUM QUALIFICATIONS

#### Buyer I

##### Knowledge of:

Basic accounting procedures and practices.

Modern office equipment and procedures including use of a variety of software applications.

Principles and practices of customer service.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

##### Ability to:

Learn, interpret, apply and explain City policies and procedures related to the procurement of supplies, materials and professional services.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to evaluate quality and price of products to judge suitability of goods and alternatives offered.

Analyze situations carefully and adopt effective courses of action.

Use a personal computer and a variety of software applications.

Plan and organize workload.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

A typical way to obtain the knowledge and abilities would be:

##### Experience:

No professional experience is required.

AND

##### Training:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, communications or a related field.

#### License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Buyer II

In addition to requirements for the Buyer I:

Knowledge of:

Principles and practices of bid review.

City policies and procedures related to the procurement of supplies, materials and professional services.

Ability to:

Interpret, apply and explain City policies and procedures related to the procurement of supplies, materials and professional services.

Respond to and assist in the resolution of inquiries and complaints related to the purchasing process.

Develop new sources of supply.

Principles of public sector budgeting.

Negotiate with vendors and contractors.

Analyze, evaluate and modify purchasing methods and procedures.

Use independent judgment and personal initiative.

Know, understand, interpret and explain department and program policies and procedures.

Experience and Training

A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience performing duties similar to that of a Buyer I with the City of Roseville.

AND

Buyer I/II

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Training:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, communications or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

08-25-12

10-07-97

04-15-97

01-18-96 Buyer I/II

04-10-90

01-01-87 Buyer