

SENIOR BUYER

DEFINITION

To organize, assign and review the work of assigned personnel engaged in professional duties related to the procurement of supplies, materials and professional services; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Buyer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform complex technical work related to the performance of professional procurement duties. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing and Warehouse Manager.

Exercises technical and functional supervision over assigned professional staff.

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

Plan, prioritize, and review the work of staff assigned to a variety of professional duties related to the preparation of Requests for Qualifications (RFQ) and Request for Proposal (RFP) and the purchase of supplies, materials and professional services for City departments.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Work collaboratively with end users, providing technical expertise and advice regarding the more complex procurement processes, procedures and issues.

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Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for projects, equipment, and staff; and, monitor and control expenditures.

Develop and implement new program elements and program modifications as necessary to meet stated goals and objectives.

Develop, write and monitor the complex contracts and agreements and represent the City as primary contact on contracts.

Prepare Council staff reports requesting authorization to issue RFP's and RFQ's and to award contracts.

Recommend and implement changes in procurement procedures.

Answer questions and provide information to the public and City departments; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Principles and practices of bid review.

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

Basic accounting procedures and practices.

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

Principles and practices of customer services.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Advanced purchasing principles and techniques including multi-step procurement, life-cycle costing analysis, systems contracting and alternative procurement methods.

Advanced purchasing negotiation practices and techniques used in a public agency setting.

Pertinent local, State and Federal laws, rules and regulations.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the solicitation and procurement of supplies, materials and professional services.

On a continuous basis, know and understand all aspects of the job; intermittently analyze workpapers, 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.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned administrative responsibilities.

Use a personal computer and a variety of software applications.

Perform the more complex evaluation of quality and price of products and services.

Interpret and explain pertinent City and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Compile, analyze and prepare statistical and administrative reports.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

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Experience:

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

AND

Training:

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

License and Certificate

Possession of a valid California driver's license by date of appointment.

06/25/16 Senior Buyer