



City of Phoenix SENIOR BUYER

JOB CODE 04330

Effective Date: 08/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to purchase commodities and services in a specialized procurement activity. Work includes reviewing requests; talking to vendors and department officials; examining price, suitability, and availability of items or services; comparing specifications; and reviewing alternatives to requests to fulfill energy, affirmative action, value analysis or other objectives. Responsibility for bid projects involving highly technical specifications and complex evaluation processes, special assignments, work overflow from a supervisor, and advice and assistance in training other buyers distinguishes this class from the Buyer. Work is performed independently under the general direction of the Procurement Manager.

OPTION: Printing Specialist

An incumbent assigned to this area of specialization is responsible for all printing and related commodities and services. This includes technical recommendations on paper stock, color, weight, and grade; ink colors; font styles and sizes; copy layout for all outside printing; brochures, pamphlets, flyers, booklets, and forms; and all election materials.

OPTION: Construction Specialist

An incumbent assigned to this area of specialization is responsible for all construction material used in the maintenance of buildings, water production, water distribution, and wastewater collections equipment. In addition to basic construction materials, this includes such items as meter boxes and covers, meter parts, water hydrants and valves, and valve box covers. Concern for new technology, inventory and shipping arrangements, substitution and compatibility is particularly important in this area.

OPTION: Requirements Contract Specialist

An incumbent assigned to this area of specialization is responsible for the renewal of all existing City commodities contracts and for the development of new commodities contracts. The incumbent works with departments and current contractors for any revisions, addition, or deletions on expiring contracts and prepares invitations to bid. Once a bid has been approved, the incumbent develops a summary of the contract for use by other City employees so that the terms and conditions of the contract are known.



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The Requirements Contract Specialist ensures that the terms of the contract are met, and assists with contract administration functions.

OPTION: Service Contract Specialist

An incumbent assigned to this area of specialization is responsible for developing and renewing major service contracts and maintenance agreements for the City, as well as processing major equipment rental agreements. In addition, the Service Contract Specialist assists with contract administration functions.

OPTION: Specialized Office Equipment

An incumbent assigned to this area of specialization is responsible for purchasing high technology office equipment used by the City. This includes computer hardware and software, dictating network systems, word processing equipment, electronic typewriters, photocopiers, microfilming equipment, and open office systems as well as carpeting, drapes, and office furniture. Concern for new technology, inventory and shipping arrangements, substitution and compatibility with existing equipment is particularly important in this area.

OPTION: Electronic, Safety, and Related Products

An incumbent in this area of specialization is responsible for purchasing specialized electronics equipment, fire and safety related materials, and energy control devices used by the City. This includes equipment used by the Fire Department such as Self Contained Breathing Apparatus, rescue equipment, fire fighting apparatus, hose, materials for the Hazardous Materials Team, paramedic equipment, general medical supplies; electronic communications equipment; and energy control devices such as variable speed fan drives, and energy management systems. Concern for new technology, inventory and shipping arrangements, substitution and compatibility with existing equipment is particularly important in this area.

ESSENTIAL FUNCTIONS:

- Prepares purchase orders through a computerized system and places orders for the purchase of goods and services;
- Writes and evaluates specifications and invitations to bid in conjunction with requesting City departments;
- Interviews vendors and evaluates their products and capabilities as a supplier;
- Researches product lines, prices, product sources, and other relevant purchasing information;
- Evaluates research findings and makes independent decisions on procurement matters;



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- Writes Requests for Council Action;
- Serves as a liaison between vendors and department personnel;
- Resolves inquiries and complaints from the public;
- Reviews bid protests and prepares oral or written recommendations;
- Obtains price quotes from vendors and compares quotes with the specifications and availability of items;
- Organizes, updates and retains product information files and purchase order records;
- Reviews contracts for changes prior to bid or renewal;
- Approves price increases provided for in contracts and makes changes as necessary and appropriate;
- Interprets and evaluates contract provisions;
- Reviews orders for completeness, accuracy, and compliance with existing policies and procedures;
- Reviews alternatives to requests to fulfill energy, affirmative action, value analysis or other objectives;
- Responds to requests for emergency purchases;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of centralized purchasing.
- Office procedures and equipment.
- Assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities.
- Common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services.
- Large scale purchasing methods and procedures.

Ability to:

- Communicate orally in the English language with other City employees, vendors and the public in face-to-face one-to-one settings, and using a telephone.
- Comprehend and make inferences from written material such as laws, ordinances, rules, and regulations governing public procurement.



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- Produce written documents with clearly organized thoughts with proper sentence construction, punctuation, and grammar such as specifications, invitations to bid, and Requests for Council Action.
- Work cooperatively with other City employees and the public.
- Make arithmetical computations (multiplication, division, percentage calculations, addition, and subtraction).
- Enter data or information into a terminal, PC, or other keyboard device.
- Obtain appropriate commodities in a timely manner.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience as a buyer, including one year in the area of specialization, and a bachelor's degree in business or public administration, engineering, science or a related field, or Certification by the National Institute of Governmental Purchasers as a Professional Public Buyer. Other combinations of experience and education that meet the minimum requirements may be substituted.