



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Buyer	LAST UPDATED:	03/20/2013
DEPARTMENT:	Administrative Services	JOB CLASS:	
REPORTS TO:	Purchasing Manager	FLSA DESIGNATION:	Exempt

Summary: Under general direction of the Purchasing Manager, the Senior Buyer is responsible for the planning, coordination, scheduling, and processing of bids and proposals. This position ensures compliance with posting and advertising requirements as well as oversees the bid administration for all annual contracts; monitors bid and contract requirements from preparation of specifications to end of contract term. The position also communicates with vendors in retrieving specifications and bid evaluations, and ensures coordination and monitoring of procurement processes of the City's needs for goods and services.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Coordinates preparations and review of specifications for bids/proposals; including creating electronic files and coordinating the tracking process.
- Assists in developing and maintaining an annual bid/contract list to provide City Departments with current contract information.
- Facilitates cooperative purchasing agreements and execution of interlocals with other government agencies.
- Coordinates and manages information on Demandstar, or City's current web site for e-procurement.
- Recommends and assists with the implementation of contract process improvements by identifying contracting issues and practices requiring modifications and clarifications of existing policies and procedures and provides recommendations to Buyers and administration.
- Ensures all bids/proposals are advertised via newspaper and published to the City website in accordance with state laws and procurement procedures.
- Provides guidance and ensures effective tracking for contract administration, compliance and spreadsheets by organizing, maintaining and electronically tracking all contracts and related documents while ensuring spreadsheets are maintained and current.
- Provides customer service and support to maintain and establish effective working relationships with other City employees, officials and vendors.
- Conducts formal bid openings for competitive solicitations; performs detailed analysis of bids to determine responsiveness to the solicitation; evaluates bidder's responsibility based on previous contract performance; creates spreadsheets to detail evaluations for purchasing analysis.
- Conducts periodic audits of contracts to ensure compliance with contract requirements, terms, conditions, and billing; prepares audit reports when necessary to document any contract deficiencies; submits written notification of deficiencies to vendor and administration; and resolves any discrepancies between contracted parties.
- Communicates with vendors to locate goods and services as needed.
- Maintains accurate records and prepares written reports and correspondence.
- Assists with day to day processes as needed such as processing requisitions, issuing purchase orders, understanding budgetary issues and developing a working knowledge of the City's procurement systems.

Other Important Duties:

Senior Buyer

- Creates and implements reports, correspondence, and projects when required.
- May travel off site to attend raining.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of local, state, and federal guidelines, regulations for procurement of supplies and materials in municipal government.
- Knowledge of City policies and procedures.
- Knowledge of computers and related equipment, hardware and software for area of assignment.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle a tasks with minimal supervision and direction.
- Ability to develop and maintain positive and effective working relationships with vendors, managers, employees and other agencies.
- Ability to resolve problems quickly and effectively.
- Skill in resolving customer complaints and concerns.
- Skill in effectively reviewing work and providing technical assistance to assigned staff.
- Must possess strong written and oral communication skills.

Education, Training, Experience, Certificates, and/or Licenses:

- Bachelors Degree in related field plus four (4) years progressively responsible experience in public procurement functions to include relevant experience in handling contracts and procurements through the entire procurement process; or an equivalent combination of education and related experience.
- Certified Professional Public Buyer (CPPB) Certification preferred.
- Must pass pre-employment drug screen, criminal background, and MVR check.
- Must possess valid State of Texas class C driver’s license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a variety of settings such as, but not limited to office and surrounding environment, storage/warehouse facilities, and parts rooms.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions, potentially hazardous substances, dust, fumes and high noise levels.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, cellular telephone, and department vehicles.

Approved By:

Signed by Daniel Ford

Daniel Ford, Purchasing Manager

03/25/2013

Date

_____ 03/25/2013 _____