

City of Fort Worth, Texas Job Description

Classification Title	Buyer		
Job Code:	PR1190	Job Family:	Professional
Pay Grade	608	Date Created:	07/03/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides support in the procurement of materials, services and equipment for City of Fort Worth departments and operations; establishes contracts and purchase agreements with vendors; and performs a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Purchases a diversified range of supplies, services and equipment for City departments; expedites the delivery of purchased materials; and makes necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies.
2. Prepares and tracks purchase orders, requests for quotes, and proposals, invitations to bid, Mayor and Council Communications (M&Cs) and other necessary documents related to the purchase of supplies, equipment, services and materials.
3. Receives and manages equipment requests. Creates schedule of acquisitions; updates and maintains status of purchases; and maintains vendor relationships throughout process.
4. Contacts vendors to obtain quotes for stock and special order items; researches availability, quality and price of equipment and supplies; and prepares bid tabulation and summary documentation.
5. Conducts the solicitation process while collaborating with department clients to ascertain the best price, quality and performance. Conducts pre-award survey and performs cost and price analysis by comparing bids with historical pricing information, independent estimates, and other factors. Recommends award of contract to the bidder which is in compliance with all applicable laws, ordinances, standards, policies and procedures. Documents any necessary justification for not recommending the lowest bid, as appropriate; and performs post-award evaluations.
6. Facilitates pre-bid conferences and responds to inquiries from potential suppliers.
7. Receives and ensures proper handling of bid bonds, bid security and cashier's checks submitted with responses to solicitations.

8. Researches and stays current on industry standards, types, features and quality of products, suppliers and other information; and reviews catalogs, technical and industrial publications and other resources.
9. Establishes Inter-local Agreements and Cooperative Purchasing Agreements with other public entities for goods and services.
10. Provides independent liaison and coordination between departments and vendors to ensure compliance with contract specifications and resolution of problems and payment issues, arbitrate claims or complaints occurring in performance of contracts.
11. Conducts and participates in meetings and committees. Provides visual training materials to assist user departments in understanding purchasing policies and procedures; and identifies and participates in relevant training.
12. Prepares and tracks correspondence such as demand letters, show cause letters, cure notices, cancellation and termination letters.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Municipal purchasing principles, practices and governing ordinances.
 - Purchasing procedures and negotiation techniques.
 - Materials, supplies and equipment typically used in municipalities and the source for such products.
 - Governmental purchasing and contract administration.
 - Accounting and budget process and it relates to purchasing transactions.
 - State mandated purchasing requirements and local policy.
 - Purchasing mandates, policies, procedures and best practices.
 - Principles and practices of negotiating with vendors.
 - Methods and techniques of analyzing and evaluating purchasing services.
 - Office equipment including computers, word processing and spreadsheet applications.
 - Bid Market trends and conditions.
 - Specification development and writing.
 - Applicable statutes, ordinances and codes.
 - Contract law, terms and conditions.
 - Principles and practices of accounting and cost benefit analysis.
 - Basic mathematical principles.
 - Automated purchasing systems.
 - Automated Mayor and Council systems.
 - Tabulating, evaluating and awarding bids and proposals.
 - Principles and procedures of financial record keeping and reporting.

- Pertinent Federal, State and local laws, codes, rules and regulations including regulations concerning municipal purchasing.
- Skill in:
 - Computers and applicable software.
 - Customer service.
 - Organization and time management.
 - Research and deductive reasoning.
 - Conflict resolution.
 - Negotiation and mediation.
 - Tact and diplomacy.
 - Cost/price analysis.
 - Contract development.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Apply municipal purchasing principles and practices.
 - Prepare and maintain a variety of operational and financial records.
 - Interpret and apply legal and contractual terms, restraints and controls.
 - Evaluate the quality and price of products to judge suitability of goods and alternatives offered.
 - Develop new sources of supply.
 - Prepare clear and concise reports.
 - Tabulating, evaluating, awarding and tracking written communications.
 - Handle multiple projects simultaneously.
 - Educate vendors on purchasing mandates, procedures and processes.
 - Interpret, apply and explain City purchasing policies.
 - Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, accounting or a related field and two years of experience in purchasing, equipment, and/or performing cost benefits and or specification analysis.

OTHER REQUIREMENTS

Valid Texas driver's license

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.