

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Buyer		
<b>Job Code:</b>	PR2310	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	07/14/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	10/12/19

### 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 related 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Purchases a diversified range of supplies, services and equipment for assigned commodities and services; expedites the delivery of purchased materials; makes necessary adjustments with suppliers regarding replacements, incomplete orders, warranty claims or damaged supplies.
3. Analyzes requirements for difficult and complex contracts and recommends to management the appropriate method of procurement (sealed bid or negotiations); reviews and edits specifications received from City departments; writes Invitations to Bid (ITB), Requests for Proposals (RFP) or Requests for Qualifications (RFQ); forwards solicitation packages to prospective bidders; serves as the point of contact for bid and contract inquiries; and issues amendments to solicitations.
4. Formulates, negotiates, establishes and administers complex, integrated, high-value contractual arrangements for a range of products and/or services for the City.
5. Distributes, collects, transmits and tracks Minority/Women Business Enterprise (M/WBE) documents between the prospective vendors and the M/WBE Office. Writes, transmits and tracks M/WBE goal and waiver requests.
6. Researches and evaluates vendors to determine their ability to provide goods and services and to determine the availability of quality materials and equipment to ensure products and services meet specifications and standards.

7. Conducts public pre-bid/proposal conferences and serves as facilitator for evaluation meetings; performs detailed analysis of bids/proposals to determine responsiveness to the solicitation; evaluates bidder responsibility based on financial stability and previous contract performance.
8. Conducts pre-award survey and price analysis by comparing bids with historical pricing information, independent estimates, and other factors; recommends award of contract to the responsive and responsible bidder, including any necessary justification for not recommending the lowest bid in some cases; and performs post-award evaluations.
9. Provides independent liaison and coordination between departments and vendors to ensure compliance, with contract specifications and resolution of problems and payment issues, arbitrates claims or complaints occurring in performance of contracts.
10. Receives and ensures proper handling of bid bonds, bid security and cashier's checks received with responses to solicitations.
11. Monitors agreement and contract performance; takes remedial action, as necessary, up to and including contract termination.
12. Performs periodic payment and performance audits on active and closed agreements and contracts.
13. Researches and stays current on industry standards, types, features and quality of products, suppliers and other information by reviewing catalogs, technical and industrial publications and other resources.
14. Establishes Inter-local Agreements and Cooperative Purchasing Agreements with other public entities for goods and services.
15. Creates, writes and tracks correspondence such as demand letters, show cause letters, cure notices, cancellation and termination letters, and Mayor & Council Communications.
16. Conducts televised public bid opening and teaches purchasing policies and procedures classes in the absence of the Purchasing Manager and Purchasing Supervisor.
17. Prepares equipment for auctions and handles all aspects regarding selling and transferring ownership of equipment.
18. Assists in providing support to City staff and vendors in using BuySpeed Online.
19. Performs other related duties as required.
20. 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:**
  - Principles, practices, methods and techniques of purchasing and contracting process.
  - Principles of supervision and training.
  - Methods and techniques of negotiating with vendors and suppliers.
  - Methods and techniques of evaluating commodities and services.
  - Principles and practices of accounting and cost benefit analysis.
  - Office equipment including computers, word processing and spreadsheet applications.
  - Principles and procedures of purchasing recordkeeping and reporting.
  - BuySpeed Online.
  - Pertinent Federal, State and local laws, codes, rules and regulations including regulations concerning municipal purchasing and disposing of surpluses.
- **Skill in:**
  - Negotiation.
  - Microsoft Office.
  - Public speaking.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Perform purchasing or technical specification writing activities in assigned area.
  - Lead, mentor, plan and review the work of purchasing staff.
  - Work independently.
  - Organize work and make independent decisions.
  - Apply purchasing principles and practices.
  - Negotiate with vendors and suppliers.
  - Prepare and maintain detailed and accurate purchasing records.
  - Interpret, apply and explain City purchasing policies.
  - Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

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 three years of experience in purchasing, materials, equipment and services, as well as performing cost benefit and 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.*

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.