

CITY OF FONTANA BUYER I/II

DEFINITION:

Under general supervision, perform a wide variety of administrative support and technical duties in the purchase activities involving a variety of equipment, materials and supplies in accordance with City standards and policies and all applicable legal requirements; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

Buyer I is the entry level class in this series. Incumbents perform work under close supervision and perform the more routine work assigned to the class. Incumbent is expected to provide customer-responsive, cost-effective, and high-quality purchasing services for customers, consistent with applicable legal requirements under supervision. This position receives immediate supervision from high-level supervisory staff.

Buyer II is the journey level class in this series. Incumbents assigned to this class are expected to perform the full range of work assigned to this class and to work with increasing independence under general supervision from high-level supervisory staff. Performs moderate to complex specialized professional work in purchasing to include analytical studies and recommendation of policies and procedures. May exercise lead work over lower-level clerical staff.

ESSENTIAL FUNCTIONS:

Typical duties may include, but are not limited to, the following:

- Processes purchase requisitions, competitive quotes, various contracts and bids; reviews incoming requisitions for departmental authorization, appropriateness of requested items or service and verifies availability of funds.
- Maintain contact and negotiate prices, terms and delivery with vendors; keep informed of new products, develop new sources of supplies; evaluate vendor performances.
- Resolve accounting and receiving discrepancies; process claims with vendors for damaged materials; obtain materials; obtain credit where appropriate.
- Confer with authorized personnel to obtain purchasing needs and specifications.
- Maintain information on new products and market conditions and trends.
- Solicit annual maintenance agreements and blanket order renewals with vendors.
- Analyze bids received, compare specifications and prices, review market trends. Make value analysis and recommendations of award of order.
- Prepare written bid specifications based on equipment, services or supplies as requested in accordance with Purchasing policies and procedures.
- Coordinate in negotiating major contract items, conditions and language changes with vendors.
- Perform market, total life cycle cost, value, price and complete cost analysis in formulating purchasing forecasts and recommendations for purchasing of

services.

- Assists City personnel in determining purchasing needs; provides information regarding purchasing procedures; and availability of materials/equipment, supplies and services.
- Assist in the disposition of surplus property and equipment.
- Develop bid specifications.
- Research and evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Establish and maintain cooperative relationships with departmental representatives and vendors.
- Interpret and explain City purchasing policies and procedures. Properly interpret and make purchasing decisions in accordance with laws, rules and policies.
- Understand accounting, budgeting and accounts payable practices and procedures.
- Operate a variety of office equipment including a computer and applicable software applications.
- Plan in advance and prepare for economic changes such as scarcity of materials, product reliability, delivery capability, competitive pricing and inflation.
- Maintain liaison with vendors on matters relating to substitutions, equivalents, delivery schedules and vendor problems.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Sound judgement and attention to detail.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.
- Employee must perform any other tasks deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work-related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, or other materials weighing up to 25 pounds also is required.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Purchasing methods and procedures and techniques of specification writing. Public Contract Code and legal requirements of public purchasing.
- Federal, State and Municipal purchasing laws, regulations and procedures. Governmental budgeting and accounting procedures and practices.
- Economic trends and their effects on purchasing.
- Methods and techniques utilized in grading and analyzing the quality of supplies, materials and equipment.
- Computers, standard software programs, and specific financial and purchasing software systems.

Experience:

Buyer I – Two (2) years of office support experience with at least one (1) year of professional purchasing experience; or an equivalent combination of education, training and experience.

Buyer II - Three (3) years of experience in volume purchasing of a variety of general and specialized items.

Education:

Buyer I – Possess a high school diploma or equivalent.

Buyer II – Equivalent to a Bachelor's Degree from an accredited college or university with major study in purchasing, business administration, marketing or a related field; or an equivalent combination of education, training, and experience.

Licenses/Certifications: Possession of, and continuously through employment, a valid, California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.