

CITY OF OMAHA CLASS SPECIFICATION

No. 0330

BUYER

NATURE OF WORK

This is specialized work in purchasing supplies, materials, and equipment. Work involves the receipt of requisitions for goods or services and either purchasing the items requested at the best price or accepting bids from vendors to arrive at the best price and delivery quotation. An employee in this classification exercises considerable independence in the performance of duties, however, the division operates under prescribed conformance limits and work is subject to review by a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Receives requisitions, interprets and investigates goods or services needed, and identifies the appropriate means of filling them.

Prepares bid requests for higher valued items and purchases goods and services which fall below the lower bidding limit.

Reviews bids for products or services with the requesting departments to clarify the differences and advantages of products.

Participates in the bid selection process and discusses the bids' ramifications with the departments involved.

Responds to emergency orders, locating the best sources of the items needed and placing orders so that they may be delivered in a timely manner.

Corresponds with vendors and vendor representatives to resolve problems such as discrepancies between items ordered and received or items back ordered, delivered late, or no longer available to locate substitutes.

Consolidates goods and services needed in common by more than one division or department to facilitate quantity purchases.

Negotiates long term price agreements with vendors.

Coordinates the sale of surplus items of personal property.

Reviews literature and interviews vendors to keep abreast of new developments in assigned product lines.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the laws, ordinances, policies, methods, and practices involved in the large scale purchases of goods and services.

Knowledge of accounting practices as they pertain to the purchasing process.

Ability to learn markets and market trends.

Ability to prepare bid specifications and invitations to bid and to tabulate and analyze bids received.

Ability to learn the general needs of the departments and divisions served.

Ability to understand written or oral instructions.

Ability to sit from 51 to 75% of the time; to stand and walk from 26 to 50% of the time; and to reach from 0 to 25% of the time.

Ability to sit for extended periods and to use up to ten pounds of force to move objects up to 33% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Graduation from high school or its equivalent and two years of experience as a buyer of a variety of supplies, materials, equipment, and services.

WORKING CONDITIONS

Work is performed primarily in an office setting.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Calculator
Telephone
Copier
Facsimile Machine

Approved: 5-27-93