

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 181

BUYER

GENERAL

Responsible technical work in the procurement of supplies, materials, equipment, and services. Work is performed under the supervision of the General Services Director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Under general supervision, performs duties related to the purchase of equipment, tools, materials, raw materials, parts, services, and supplies required by City departments.

Analyzes purchase requisitions for completeness, compliance with ordinances and policies, and prepares purchase orders, within authority level.

Performs various contract administration functions such as the preparation of change orders, and providing assistance to departments with the resolution of vendor performance issues.

Maintains a variety of records relating to the purchasing function, prepare reports and correspondence.

Assists departments in the development of specifications.

Responsible for the development, issue, and award of request for quotations (informal bids) for single purchases and annual contracts, within authority level.

Verifies sole source purchases and maintains records of same.

Assists in bid openings and tabulations, including tabulation of pricing using spreadsheets, and other bid record keeping.

Coordinates disposal of city surplus/scrap materials through various methods, including transfer of items between city departments, sale of scrap items such as tires and scrap metal via request for quotation, and placement of items in city auction.

Serves as backup timekeeper for department, including computerized payroll entry, monitoring submittal of time sheets and leave request slips, verification of attendance records and transmission of attendance records to the Payroll office.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to interact effectively with the public and communicate effectively orally and in writing.

Ability to make decisions in accordance with procedures, laws and regulations and to apply these to work problems. Ability to communicate effectively with the public both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Two years of responsible purchasing experience with a governmental agency or large business. Experienced in the use of Microsoft Word and Excel. Experience with the use of Sungard HTE Purchasing/Inventory software desirable.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Sedentary position. Frequent light lifting up to 10 lbs. and occasionally up to 20 lbs. The noise level in this environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 2/06

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.