



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Buyer **LAST UPDATED:** 12/27/2011
DEPARTMENT: Administrative Services **JOB CLASS:**
REPORTS TO: Director of Administrative Services **FLSA DESIGNATION:** Exempt

Summary: Under general supervision of the Director of Administrative Services, the Buyer procures all goods and services for the City of Frisco. The Buyer researches, implements, analyzes and administers procurement specifications between the City of Frisco and designated vendors.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Procures all goods and services for City needs.
- Determines the proper type of procurement process.
- Implements the purchasing documentation, analyzes results of the purchasing process and recommends award to insure the proper Purchasing procedure has been followed. Administers contracts and monitors compliance to the City specifications.
- Awards bids within dollar level authorization.
- Negotiates with vendors and customers in the procurement process.
- Meets with City personnel and/or suppliers in the best interest of the City.
- Problem solves for customers and suppliers alike.
- Writes and/or reviews purchasing specifications
- Monitors vendor compliance with specifications and terms of contracts.
- Assists other staff members with the bidding process and purchasing policies and procedures.

Other Important Duties:

- Assists department director in departmental duties.
- Performs Purchasing Manager duties when necessary.
- Travels to attend meetings, conferences and training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of current and applicable purchasing techniques with a combination of public and private experience preferred.
- Knowledge of local, state and federal laws and regulations for procurement, bid procedures and specification writing.
- Effective relationship management skills.
- Effective oral and written communication skills.

- Must have skill in accounting practices and procedures.
- Proficiency in the use of computer software packages such as Microsoft Word, Excel and general procurement/warehouse software.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in related field, **and** three (3) years of procurement/materials management experience; **or** equivalent combination of education and experience.
- APP, CPPB or other Purchasing certification preferred.
- Must pass a pre-employment drug screen, criminal background and MVR check. Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting when retrieving files, records and/or researching information.
- Must be able to lift up to 20 lbs.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, and standard office equipment.

Approved By:

Director of Administrative Services

Date

Lauren Safranek, Director of Human Resources

Date