City of Chattanooga, TN

Personnel Class Specification

Class code 0252

FLSA: Non-Exempt

CLASSIFICATION TITLE: BUYER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide professional purchasing and acquisition support for City departments.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Coordinates between vendors and customer departments to affect the timely acquisition of quality goods and services; provides professional support to departments to identify and address material needs; serves as reference and professional contact for vendors doing business with the City; researches and answers inquiries regarding policies and procedures, status of orders, and other related business.

Purchases equipment, materials, and services through competitive bidding, formal quotations, and negotiations; coordinates with customer department to develop specifications on required goods or services; initiates requisitions for goods and services; monitors orders to resolve problems as they arise, and to ensure timely receipt of goods or services; and evaluates and processes emergency purchase orders.

Processes requisitions for goods and services purchased through requirements contracts; receives requisitions and verifies against contract documentation for authorization; contacts vendors via telephone or fax to affect the release of contracted items; notifies customer department as necessary to update management on status of orders and expiration of contracts.

Processes requisitions for goods and services requiring a bid; receives requisitions; enters requisition data into computer; prepares bid documents and transmits to vendors; assists the Purchasing Agent in scheduling and officiating at bid openings; answers questions concerning bids; receives bids from vendors and logs on tally sheet; evaluates tally sheets for best price, delivery, and quantity; awards bids and obtains purchase orders.

Processes purchase orders; enters purchase order data into computer; reviews purchase order data for accuracy; generates report; monitors orders, back-orders,

change orders, and related items; advises appropriate personnel on status of orders; coordinates with vendor and appropriate department on delivery of goods or services.

Develops and maintains records of reliable procurement sources; evaluates procurement sources at beginning of procurement process; maintains database and files containing procurement data such as bid information, leases and/or contracts, and availability and prices of goods, materials, and services; references vendors lists, phone books, catalogues and other sources.

Reviews department purchasing procedures and computer applications with Purchasing Agent, determining areas which need improvement.

Compiles or generates data for periodic reports as required; reviews and verifies reports for accuracy; submits reports to Purchasing Agent for review.

ADDITIONAL FUNCTIONS

Maintains computer or office equipment.

Aids other employees in use of computer programs and equipment.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Any combination of training or experience equivalent to a high school diploma or GED; supplemented with coursework in accounting, business administration or finance and two years of experience in governmental purchasing; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession of current certification as Professional Certified Buyer preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.