



CLASSIFICATION TITLE: Buyer	JOB NUMBER: 7027	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Purchasing Manager	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate administrative support work in relation to activities in the procurement of City materials and equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Purchasing Manager or designee ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Purchases a variety of technical and non-technical materials, services and supplies as required and used in the City operations under procedures as established by ordinance and department policies.
- Processes a variety of purchasing documents; receives requisition and telephone and written quotations; evaluates quotations, places orders and generates purchase orders; verifies requisitions for various materials, equipment and services; reviews requisitions, assures accuracy, completeness, and coding.
- Prepares formal and informal bids, including bids involving technical and complex specifications; creates specifications as needed to back up established standards; evaluates and awards bids according to established guidelines.
- Communicates with vendors regarding bid status and contract compliance; interviews vendors regarding price, product applicability, service, quality and related issues; receives and provides information to departments concerning

product availability, quality or description; schedules and facilitates meetings with prospective suppliers.

- Facilitates the standardization of purchases made by the City; assists departments in addressing procurement requirements.
- Expedites overdue or delayed orders; coordinates with vendors to resolve product, pricing or delivery discrepancies.
- Compiles information and prepares reports as required; develops and maintains a variety of files and records of bids, products, purchases, vendors and related information; prepares and processes purchase orders; prepares related reports.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Modern procurement practices and techniques as related to municipal purchasing.
- Technical aspects and specifications necessary to qualify vendors and arrange the procurement of a diverse range of products.
- Negotiating skills to arrange terms and conditions, prices and scheduling.
- Sources of supply, market conditions, price trends and priority practices.
- City organization, operations, policies and objectives.
- Modern office practices, procedures and techniques.
- Record keeping principles, practices and techniques.
- Proper telephone techniques and etiquette.
- Basic to advanced math.

Skills and Abilities to:

- Learn, read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
- Perform administrative and clerical duties with speed and accuracy.
- Evaluate quality and price elements.
- Prepare clear, detailed and accurate specifications.
- Analyze situations accurately and adopt an effective course of action.
- Add, subtract, multiply and divide quickly and accurately, understand payment schedules, limited statistical analysis and other financial formulas or functions.
- Understand and follow oral and written directions, and work within scope of authority.

- Develop and maintain records and filing systems.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience in administrative support or record-keeping, including two (2) years in a purchasing or buying environment.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a

range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

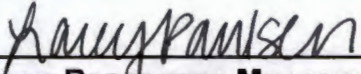
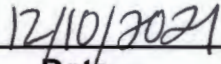


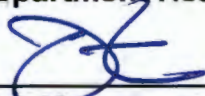
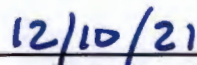
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing and speaking or hearing and occasionally requires walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date