

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7160
Approved by C.S.B.
January 2, 1991

BUYER

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DEFINITION

Under general direction performs purchasing functions in the acquisition of commodities and services and performs other related work as required.

EXAMPLES OF DUTIES

1. Purchases by agreement, contract, or purchase order assigned materials, supplies, equipment or services for all departments and divisions at the best value, considering price, quantity, quality, and time of delivery.
2. Assists departments and divisions in developing specific annual purchasing objectives; creates specific short- and long-term commodity objectives to reduce the cost of materials, equipment and services. Assists other employees in the procurement of supplies and equipment for their respective departments.
3. Surveys markets for best source or new supply sources, contacts potential suppliers, negotiates most favorable conditions and maintains relations with vendors.
4. Consolidates annual requirements for commodities common to several users. Determines adequate definition of commodity; investigates improving value received.
5. Receives and processes bids, quotations, requisitions, purchase orders, agreements, contracts, and other documents.
6. Maintains records, performs data entry and compiles various reports and assists in record retention and control.
7. Evaluates vendor performance based on prices, deliveries and information received from users relative to product acceptability and vendor service. Anticipates and negotiates possible price changes.
8. Assists accounts payables in resolving invoice problems.
9. Purchases stores materials to maintain adequate inventory levels based on sound inventory management principles and department forecasts.
10. Assists in planning, conducting, and reconciling physical inventories.
11. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in business administration or a related field. Certificate of Purchasing Management desired.

Experience: Three years of responsible buying or purchasing experience involving the development and preparation of contracts, specifications and cost analysis.

Bureau of Electricity positions require this experience to be with a public electric utility.

(OVER)

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of public purchasing and contracting methods; modern business practices and materials management principles.

Bureau of Electricity positions also require knowledge of public, electric utility purchasing and contracting methods and materials used by an electric utility.

Ability

Ability to effectively assess, develop, implement and maintain purchasing plans and control systems; perform routine and complex statistical work with speed and accuracy; evaluate bids; prepare and analyze product specifications and contracts; make sound recommendations; interpret computerized information and utilize computer equipment; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.