

## **CITY OF FONTANA BUYER**

**DEFINITION:** Under general supervision from the Business Services Manager, performs a variety of technical duties involving the purchase of materials, supplies, and equipment; and to provide staff assistance to the Business Services Manager. The incumbent also exercises functional and technical supervision over clerical staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Assist in planning, supervising and reviewing the work of staff involved in purchasing activities.
- Assist in the evaluation of purchasing operations and activities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist in the development and review of purchasing procedures and methods.
- Coordinate the processing of formal bids; prepare advertising in accordance with legal requirements; prepare requests for proposals; provide pre-bid assistance to departments by informing them of bid procedures and schedules.
- Receive bid documents; attend formal bid openings; examine bids for compliance and assist in evaluation.
- Prepare appropriate purchase orders and ensure that all legal purchasing requirements are met.
- Review and analyze requisitions to determine sources of supply; contact vendors regarding prices, quotations and specifications.
- Assist in the preparation of bid specifications and other necessary documents related to the purchase of supplies, equipment, and materials.
- Prepare City Council agenda items regarding bid award.
- Confer with departmental representatives to determine purchasing needs; coordinate with vendors and receiving departments regarding deliveries.
- Assist in the arranging of the sale of surplus and unused supplies of City properties.
- Encumber purchase orders and verify account balance; forward to accounts payable for payment.
- Compose and type routine correspondence, purchase orders, and bid documents.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of

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- Purchasing methods and practices.
- Materials, supplies and equipment typically used in municipal services and the sources for such products.
- Principles and procedures of financial record keeping and reporting.
- General laws and regulations applicable to formal bidding procedures, legal requirements and purchasing operations.
- Principles of supervision and training.
- Modern office procedures, methods and computer equipment.

### Ability to:

- Learn, interpret and explain City purchasing policies.
- Assist in the preparation of specifications.
- Assist in the development of new sources of supply.
- Use good judgment in analyzing price and quality variations among bidder's products.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience:** Two years of increasingly responsible office experience, including one year of purchasing responsibilities.

**Education:** Equivalent to completion of the twelfth grade supplemented by specialized training in accounting or a related field.