



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
BUYER

Classification Specification
(Classified)

JOB SUMMARY

The Buyer works under the direction of the Director of Finance, or designee, and supervises a Purchasing/Warehouse Clerk. The Buyer plans, organizes and supervises the activities of purchasing and warehousing functions; performs a variety of research, analytical and facilitative tasks related to development of contracts to procure equipment, supplies, services for the City and perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Buyer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Implements and recommends purchasing policies relating to use of multiple resources for procurement;
2. Plans, organizes, directs and reviews all functions relating directly to the purchase of equipment, supplies and services;
3. Develops specialized and standardized bid specifications through research and analytical information to determine the product and/or service need and availability;
4. Coordinates formal bid procedures with department staff and prepares staff reports for City Council approval;
5. Authorizes and exercises control over the direct purchase of materials by operating departments where it is in the best interest of the City;
6. Consults and confers with vendors to obtain most recent market information to requesting departments;
7. Supervises, evaluates and provides training for subordinate(s);
8. Coordinates with contractors to ensure proper insurance coverage for contracts;
9. Obtains insurance certificates prior to contract award;
10. Assists the Director of Finance to obtain all relevant information and/or data to provide City with liability, property and workers' compensation insurance coverage;
11. Maintains City's insurance files;
12. Meets and confers on a regular basis with City's brokers to update risk management program;
13. Maintains liaison with third party insurance administrators; and
14. Conducts inspections of City facilities and operations to ensure compliance with federal, state and local health and safety regulations.

MINIMUM QUALIFICATIONS

Education, Training, & Experience

Graduation from an accredited four-year college or university with a Bachelor's Degree in Business, Economics, Public Administration or a related field, and

Two (2) years of increasingly responsible related experience in contract purchasing of a variety of materials, services and equipment, preferably with a public agency. Experience as a Buyer may be substituted for the college requirement on a year-to-year basis.

Licenses; Certification; Special Requirements

Must possess a valid California Driver's License or have the ability to obtain one prior to appointment.

QUALIFICATION

Knowledge of:

1. Methods, procedures and systems used in governmental purchasing;
2. Budgeting and cost accounting procedures and practices;
3. Legal aspects of contracts, contract services and bidding procedures;
4. Construction methods, materials and services;
5. Basic computer applications; and
6. Record keeping, office administration, purchase scheduling, inventory, bookkeeping and accounts payable.

Ability to:

7. Communicate effectively, orally and in writing;
8. Establish and maintain effective working relationships and deal tactfully, effectively and courteously with the general public, staff members, vendors, contractors, and other agencies;
9. Supervise the work of subordinate staff including, assigning, monitoring and evaluating work;
10. Make accurate math calculations at an appropriate level;
11. Write specifications;
12. Keep, inspect and supervise record keeping functions;
13. Make sound and accurate judgments regarding quantity and quality of supplies, equipment and storing required by City;
14. Follow and understand departmental policies and regulations;
15. Follow written and verbal instructions; and
16. Operate vehicles and equipment necessary for the performance of this job.

TOOLS AND EQUIPMENT USED

Personal computer; mobile or portable radio; motor vehicle; phone; copy machine; fax machine.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 35 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.