

**CITY OF STUART
JOB DESCRIPTION**

Title: BUYER
Department: Financial Services Department
Procurement & Contract Services
Job Code: 2101
Grade: S17
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the general direction of the Procurement & Contract Services Manager, performs professional public sector procurement duties and advanced administrative duties. Responsible for coordination of departmental functions and handles a variety of organizational tasks. Incumbent must be professional in responding to inquiries from officials, vendors, contractors and citizens. A proactive work approach is required and work is performed with considerable independent judgment and minimal supervision. Work is reviewed through written reports and conferences for adherence to established guidelines and policies.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Performs reviews of project requirements to recommend solicitation format and prospective contract documents; performs pre-solicitation analyses to determine process schedules. Coordinates, prepares, approves and distributes informal and formal bid documents, bid specifications, plans, drawings and legal advertisements for bid projects as required.
2. Evaluates and provides analysis of the apparent low, responsive and responsible contractor's submitted project bid.
3. Provides professional and administrative support in all phases of the public procurement process. Distributes solicitation packages on-line, in person and by U.S. Mail or Overnight Delivery Services. Tracks and documents receipt of bid/proposal packages submitted by vendors, contractors and professionals.

4. Composes, edits and prepares correspondence, invoices, statements, reports and other departmental documents.
5. Tracks and administers successful grant applications to assure timely reporting and proper grant administration. Coordinates closely with Financial Services Department to assure comprehensive grant administration.
6. Responds to telephone or in-person inquiries; greets the general public, contractors, and city officials; answers various inquiries personally.
7. Responsible for tracking and updating various Procurement related documentation such as bid lists; vendor lists; Invitation to Bid, Request for Proposal, Request for Expressions of Interest lists. Administers accident reports entered by various City departments.
8. Acts as liaison between Procurement Services and other city departments, prospective vendors, contractors and the general public.
9. Responsible for tracking and administration of City real property leases and revocable permits. Coordinates closely with Financial Services Department to assure comprehensive lease administration.
10. Assists Manager with logging, tracking and maintenance of Risk Management documentation and reports.
11. Assists with administration of cell phones, smart phones and mobile devices. Will track pertinent data related to City Procurement Cards.
12. Assists with coordination and documentation of public meetings such as pre-bid conferences, pre-proposal conferences, pre-construction conferences, bid/proposal openings, and other meetings.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Two (2) year College Degree required; supplemented by a minimum of three (3) years progressively responsible professional public procurement experience; or the equivalent combination of training and experience. Experience must include the use of computers and standard software applications such as Microsoft Word and Microsoft Office Excel.

B. Knowledge, Abilities and Skills:

Knowledge of the laws and regulations applicable to procurement, contracts, applicable to a variety of procurement projects; knowledge of the laws and regulations applicable to federal and state grants and the Federal Emergency Management Agency.

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of modern management practices and principles.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, contractors, city officials and the general public.

Ability to make, within scope of authority, complex decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to communicate information tactfully and impartially.

Skill in the operation of modern office equipment.

C. Physical Requirements:

Task involves some physical effort in frequent standing, walking, bending, stooping, stretching and moderate lifting (30 pounds); standard dexterity in the use of fingers, limbs or body in the operation of shop or office equipment. Task may involve extended periods of time at a computer keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Manager of Procurement &
Contract Services

Approved: _____ Date: _____
Financial Services Director

Received by: _____ Date: _____
Employee