

## **CITY OF BURBANK**

### **BUYER II**

#### **DEFINITION**

Under direction, to purchase a wide variety of supplies, equipment, services, and material for the City; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Purchase of supplies, materials, equipment, and services within budgetary and legal limitations; locates sources of supply and places orders; performs the more complex purchasing duties; confers with division heads and employees to determine purchasing needs; act as lead to other purchasing staff; compares costs and evaluates the quality and suitability of supplies, materials, and equipment; interviews and corresponds with vendors and other representatives; keeps informed of new products and market conditions and trends; takes advantage of quantity discounts; examines and processes departmental requisitions; prepares reports on materials and services, comparative prices, and price trends; investigates inadequate requisitions, delinquent orders, and errors in materials received or invoices; has input in evaluation of other purchasing section employees; assists in preparing specifications for supplies, materials, and equipment; maintains catalogs, price lists, bidder and vendor indexes; registers all city-owned vehicles with Department of Motor Vehicles; conducts public bid openings; administers various city-wide contracts; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - purchasing principles; legal requirements of purchasing including pertinent Federal, State, and local laws, codes, and regulations; supplies and equipment frequently used by municipalities.
- Skill in – the preparation of staff reports; the use of computer and other office machines related to the purchasing function.
- Ability to – interpret and explain City purchasing policies and procedures; evaluate bids and make sound recommendations on awards; locate sources of information regarding supplies, equipment, and market trends; learn technical purchasing needs; prepare purchasing specifications; establish and maintain effective working relationships with vendors, supervisors, fellow employees, and the public.

**Education/Training:** Bachelor's degree from an accredited college in business administration, public administration, or related field, plus a minimum of two years of professional purchasing experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualification:** Possession of a Certified Purchasing Manager (C.P.M) certificate from the Institute of Supply Management.