

CITY OF BURBANK

BUYER I

DEFINITION

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

ESSENTIAL FUNCTIONS

Assists in the purchase of supplies, materials, equipment, and services within budgetary and legal limitations; locates sources of supply and places orders; confers with division heads and employees to determine purchasing needs; 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 on invoices; assists in preparing specifications for supplies, materials, and equipment; maintains catalogs, price lists, and 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; supplies and equipment frequently used by municipalities.
- Skill in – the use of computer and other office machines related to the purchasing function.
- Ability to - 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: Completion of two years from an accredited college with a major in business administration, public administration, or related field. 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 Qualifications: Possession of a Certified Purchasing Manager (C.P.M) certification from the Institute of Supply Management.