

CITY OF BURBANK

SENIOR BUYER

DEFINITION

Under general direction, to supervise the daily activities of the Purchasing Division; to undertake the procurement of a wide variety of supplies, equipment services and material for the City; to act in the absence of the Purchasing Administrator in all purchasing matters; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs and assigns work relating to the purchasing function; trains, supervises, and evaluates employees; makes effective recommendations regarding hiring promotions and transfers; makes complex purchases and directs the purchase of stock, non-stock and technical supplies, materials and equipment within budgetary and legal limitations; locates sources of supply and places orders; maintains close contact with department managers, officials and employees to determine requirements; compares costs and evaluates the quality and suitability of supplies, materials and equipment; interviews and corresponds with vendors and other representatives and makes plant visits; keeps informed of new products and market conditions and trends; plans purchasing activities to take advantage of quantity discounts and calendar periods where supplies are most available or least expensive; reviews and processes departmental requisitions; prepares reports on materials and services, comparative prices and price trends, availability of specific items or services, and substitute items; investigates inadequate requisitions, delinquent orders and errors in materials received or invoices; prepares specifications for supplies, materials and equipment; supervises the maintenance of catalogs, price lists, bidder and vendor indexes; drives on City business.

MINIMUM QUALIFICATIONS

- Knowledge of - principles, methods, and procedures used in buying supplies materials and equipment; supplies and equipment frequently used by municipalities; sources of information regarding supplies equipment and market trends; technical purchasing needs; the principles and practices of sound personnel management and supervision.
- Ability to - prepare purchasing specifications; establish and maintain effective working relationships with supervisors, fellow employees, vendors, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college with a Bachelor's Degree in business administration, public administration or closely related field and three years experience in purchasing a large variety of items. NOTE: 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

None.