

Class Title: Buyer II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages, directs, negotiates and awards complex high-value and unique acquisitions for goods and services. Acts as a consultant to departments and agencies and instructs internal and external personnel on laws, policies, procedures and critical issues regarding procurement. Assumes the responsibility for and manages the office in the absence of the supervisor. Supervises and advises personnel on routine operations, special assignments and high priority items.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Researches, interprets, updates and applies existing procurement laws, policies, and procedures to ensure procurement methods utilized by the City are in accordance with city, state, and federal laws; Instructs internal and external personnel on laws, policies, procedures and critical issues pertaining to each procurement to ensure that applicable guidelines are followed.
2	L	Develops acquisition support documents for supply, services and materials contracts by advising on products and contractors, providing assistance in writing and reviewing technical specifications, explaining delivery needs and inspections criteria and providing any other relevant information; Provides assistance to city departments, contractors, consultants and the public by facilitating meetings to discuss contract terms, performing research and analysis and maintaining relationships with contractors, consultants and the public. Provides assistance to city departments, contractors, consultants and the public by facilitating meetings to discuss contract terms, performing research and analysis and maintaining relationships with contractors, consultants and the public.
3	S	Prepares and evaluates written contracts by ensuring that information is clear and organized and creating general and special provisions based on customer needs; coordinates competitive negotiation strategies with all parties involved to facilitate the procurement of complex purchases; revises solicitation documents, as necessary, to conform to city and state requirements.

CSC Adopted: October 2001; CSC Revised: November 2014, October 2018

Physical Strength Code		ESSENTIAL FUNCTIONS
4	L	Solicits proposals and / or bids and plans; Organizes and directs pre-proposal conferences, evaluation committees, and negotiation teams to provide clarification and to expedite the procurement process; Evaluates bids, requests for proposal and requests for quotations by consulting contract law, and their terms and conditions; Briefs department heads regarding the best overall value, responsiveness of bids and proposals received from the industry; Reviews or drafts award documents to notify vendors of successful bids; Evaluates and responds to questions, analyzes internal and external environments for non-compliance with procurement laws, policies, and external that could affect the City to ensure the City is responsive to necessary changes in the procurement process; Assists departments by providing market information needed for tactical and strategic planning.
5	L	Performs contract administration by conducting review and analysis of contractor performance and city actions under contractual requirements for services and equipment, maintaining records of contractor performance issues and recommending termination procedures, when necessary.
6	S	Directs disposition of city owned property and provides assistance to city personnel in developing solicitations to generate revenue through auctions and sales or as directed by the Purchasing Agent.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Three (3) years of experience in purchasing or related field; or an equivalent combination of education and experience.
Certifications and Other Requirements	A professional, procurement-related certification, such as Certified Professional Public Buyer (CPPB) is preferred.
Reading	Work requires the ability to read City Code, Procurement Manual, and Supplements to the Code, Commonwealth of Virginia Code and Acts, Federal regulations and procedures, affirmative actions, labor law, cost accounting standards and departmental technical specifications and statements of work at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division at a college level.
Writing	Work requires the ability to write bids, Requests for Proposals, contracts, agreements, purchase orders, correspondence to the contractors and the public, reports, briefings, City-wide policies and draft ordinances for City Council at a college level.
Managerial	Managerial responsibilities include directing and planning procurements, executing procurement actions resourcefulness and ability to prioritize tasks to meet a variety of City acquisition demands and contract planning.
Budget Responsibility	Prepares documents and researches to justify language used in documents for City units, which may require and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a team unit including providing input on hiring/disciplinary actions work objectives/effectiveness, and realigning work as needed. Reports directly to the City Purchasing Agent.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, customer service, meetings with vendors, presentations, filing
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, through-out building, to/from other City office buildings, off-site meetings
Lifting	F	Cartons, purchase orders, office equipment, supplies, bids, RFP's, boxes, office furniture
Carrying	F	Office supplies, office equipment, bids, RFP's, boxes or cartons of purchase orders
Pushing/Pulling	O	Files, office furniture
Reaching	F	Office supplies, office equipment, acquisition documentation, records
Handling	F	Cartons, purchase orders, office equipment, office supplies, bids, RFP's, boxes, office furniture, acquisition documentation, records
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	O	Accessing file cabinet
Crouching	O	Accessing file cabinet
Crawling	N	
Bending	F	Accessing file cabinet, office supplies, office equipment, acquisition documentation and reports
Twisting	F	Accessing file cabinet, office supplies, office equipment, acquisition documentation and reports
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, review of bid requisitions, acquisitions, records
Hearing	C	Telephone, co-workers, staff, vendors, other department personnel, meetings, briefings, negotiations
Talking	C	Telephone, co-workers, staff, vendors, other department personnel, meetings, briefings, negotiations
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, copy machine, fax machine, telephone, calculator, voicemail messaging system, general office supplies, network printers, scanner, peripheral equipment, Standard Microsoft Windows and Office software, TPX (mainframe), Advantage Financial System software (AFIN), American Management Systems, Fax Utility, Internet, Visual Basic, mathematical and statistical software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)