

**City of San José**  
**CLASS SPECIFICATION**

**Title: Buyer I/II/III (1547/1542/1544)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Finance	Program Manger I or Senior Analyst	Non-exempt

**CLASS SUMMARY**

Performs simple to complex buying assignments related to the procurement of materials, supplies, equipment and services (such as non-professional, personal and trade services) and Information Technology products and services Citywide. Performs solicitations, contract writing, negotiations and related assignments of increasing responsibilities.

**DISTINGUISHING CHARACTERISTICS**

This is a three level flexibly-staffed class, where the incumbent uses purchasing knowledge and expertise to perform assignments of considerable difficulty, receiving moderate direction from the Supervisor. This series is designed to encompass positions with a wide range of skills and experience. Buyer III may provide training and lead direction to Buyer I/II and have responsibility for commodities that require more complex purchasing processes and/or an increased level of technical expertise regarding the commodities. Buyer I/II/III reports to a Senior Analyst or Program Manager I.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

**Buyer I**

A Bachelor's degree in Supply Management, Purchasing, Business Administration, or a closely related field.

**Buyer II**

A Bachelor's degree in Supply Management, Purchasing, Business Administration, or a closely related field AND two (2) years of procurement experience.

**Buyer III**

A Bachelor's degree in Supply Management, Purchasing, Business Administration, or a closely related field AND four (4) years of procurement experience.

**Acceptable Substitution**

- One (1) year of additional education above the Baccalaureate Degree level may be substituted for one (1) year of required work experience.
- A certification in at least one (1) of the following may be substituted for one (1) year of required work experience: Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB), Certified Purchasing Manager (CPM) or Certified Professional Supply Management (CPSM) certification.

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**Required Licensing (such as driver's license, certifications, etc.)**

None.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

Job Expertise - demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations; knowledge of principles and procedures used in centralized governmental purchasing operation as it relates to a local government agency; experience with preparing specifications, investigating sources of supply, analyzing market conditions, and preparing RFQs, RFBs, and RFPs; experience evaluating responses to solicitations for conformance to specifications, discount and delivery conditions, making award recommendations, resolving protests, and assisting in preparation of contracts, memos to council for award of contract.

Communication Skills - communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

Computer Skills - experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Customer Service - demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Initiative - exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

Multi-Tasking - can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Negotiating - achieves "win-win" outcomes by identifying common interests, clarifying differences, and achieving consensus or compromise.

Problem Solving - approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

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**Desirable Qualifications**

**(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Specification writing, commodity markets, market practices, pricing methods, contracts and sales as applied to purchasing transactions.
- Supply and terminology used in purchasing commodities.
- Principles of indirect purchasing (MRO and technology) processes and procedures used in a centralized governmental purchasing operation.
- Specification writing, commodity markets, market practices, pricing methods, contracts and sales as applied to purchasing transactions.
- Sources of supply and terminology used in purchasing commodities, information technology, systems and services.
- Commodity markets, market practices, pricing methods, contracts and sales as applied to purchasing transactions.
- Principles and practices of contract preparation, negotiation, conflict resolution and public administration.

Ability to:

- Understand, interpret and apply a variety of rules, regulations, ordinances and procedures related to purchasing.
- Prepare complex specifications that are clear and explicit, solicitation documents including Requests for Quotes (RFQ), Requests for Proposals (RFP) and Request for Bids (RFB) and Requests for Information (RFI), contracts and reports.
- Manage the RFP process including developing evaluation worksheets and lead cross functional evaluation and selection teams, analyze and tabulate costs, prepare reports to the City Council, and issue notice of award recommendations.
- Negotiate all types of agreements related to Purchasing procurements and projects, working with the City Attorney's Office, including on-going contract management/administration (i.e., amendments, change orders etc.)
- Manage projects.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY*</b>
1.	Receives reviews and analyzes requisitions for tactful, strategic, complex, high visibility and high value requirements for accuracy, short-term and long-term needs of departments, standard product requirements, product availability, sources of supply, delivery requirements, and other related considerations. Determines appropriate procurement and solicitation method. Analyzes estimated usage data.	Daily

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2.	Research market trends, recommends new products, advises departments of obsolescence of equipment, parts and supplies; analyzes market trends as it impacts availability of products and supplies.	Frequent
3.	Obtains price quotations, competitive bids or proposals reflective of the City's operational needs; establishes vendor sources; confers with representatives and salespersons; prepares correspondence and awards purchase orders. May facilitate product demonstrations pre-bid, pre-proposal conferences, job walk-through and visit vendor facilities.	Daily
4.	Consults with user departments in developing detailed specifications and contracts for goods, equipment or services, investigates source of supply, prepares informal Requests for Quotes or formal Requests for Bids and Requests for Proposals.	Daily
5.	Evaluates responses to solicitations, as applicable for conformance to specifications and by analyzing pertinent factors including: products offered, terms, discounts and conditions, delivery dates and conditions, future purchase options, vendors' ability to perform and other related factors. Determines the lowest responsive bidder in response to Request for Bids.	Daily
6.	Makes award recommendations for Request for Bids, Request for Quotations, and Requests for Proposals; prepares simple to complex contracts, written reports and prepares Council Memoranda for award of contract as well as amendments to contracts. Approves Purchase Orders, as authorized, and recommends purchase orders for approval.	Frequent
7.	Expedites delivery. Investigates complaints and takes action to obtain compliance with terms and conditions of purchase orders or contracts.	Daily
8.	Monitors agreements/contracts to ensure proper action is taken.	As Required
9.	Sells surplus and obsolete equipment according to City of San Jose Municipal Code.	As Required
10.	Provides information and assistance to various levels of City employees regarding procurement procedures and participates in formal purchasing training for City employees and suppliers, as needed.	Daily
11.	Coordinates purchasing activities with other departments to maximize purchasing power and reduce acquisition costs.	Frequent
12.	Analyzes requests for Brand Name or Single Source and unique service purchases.	Frequent
13.	Analyzes responses to Conflict of Interest Assessment tool.	Frequent
14.	Analyzes protests and appeals and prepares written response.	Occasional
15.	Develops informal procurement plans and formal Source Selection Plans and ensures adherence to the procurement plan or Source Selection Plan.	As Required
16.	Analyzes lease versus purchase options for the acquisition of commodities.	As Required

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17.	May act as a lead, assigning, scheduling and checking work, providing technical direction, determining priorities, and training staff. As a lead, may sign timecards and may give input to the supervisor regarding the employee's performance evaluation, hiring, promotion, termination and discipline of employees.	As Required
18.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<p><b>CLASSIFICATION HISTORY</b> <i>Created 10/80, Rev. &amp; Ret. 6/89 (Formerly Jr. Buyer), Rev. 7/95, Rev. 08/08, Rev. 12/15; s003</i></p>
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