

BUYER 1-3

CLASS DESCRIPTION

General Responsibilities:

This is professional procurement work in the Purchasing Section of the Finance Department. Work involves providing centralized purchasing services for City departments. Reporting to a Principal Accountant, work is characterized by judgment in the procurement of goods and services consistent with applicable standards, City policies/regulations, and state and local laws.

Work is structured to provide career advancement to the Buyer 2 classification as a function of fully developed expertise, normally occurring after 2 years as a Buyer 1. Progression to the Buyer 3 is not anticipated for all positions and is based on workload and the needs of the Finance Department. Advancement to the Buyer 3 will normally be accomplished through a competitive process.

Buyer 1

This is entry-level professional procurement work in the Purchasing Section of the Finance Department, under the close to limited supervision of the Principal Accountant.

Buyer 2

This is responsible, journey-level professional procurement work in the Purchasing Section of the Finance Department, under the general supervision of the Principal Accountant.

Buyer 3

This is responsible, advanced-level professional and administrative procurement work in the Purchasing Section of the Finance Department, under the general supervision of the Principal Accountant. Project lead and/or program management, along with training of Buyer 1/2 staff differentiate this position from the other levels in this series.

Examples of Duties and Responsibilities:

Buyer 1

Process departmental requirements for goods and services. Review requisitions for accuracy, legality and conformity with current laws. Develop requests for quotations and bids. Construct qualified bidders lists. Prepare, develop and review specifications for routine bids and requests for proposals. Perform qualitative bid and proposal analysis. Create purchase orders and contract agreements. Evaluate quality performance standards and suitability of purchased commodities and services. Monitor vendor performance in terms of delivery, responsiveness and compliance with City of Madison terms, regulations, ordinances and programs. Research sources of supply, market trends, new and improved products and service methods.

Provide assistance to City agencies in all procurement functions, e.g., determining need, ensuring quality and funds availability, meeting emergency requirements, clarifying procedures, etc.

Establish working relationships with vendors/suppliers. Promote fair, equitable and competitive bidding practices.

Perform other office administrative functions. Assist in control and disposal of surplus property. Participate in the development of internal purchasing procedures and implement related guidelines on a City-wide basis, as required.

Perform related work as assigned.

Buyer 2

Perform all work of a Buyer 1 with greater independence, professional expertise, and responsibility.

Conduct general procurement activities in accordance with local, state and federal laws and regulations for departmental requirements for goods and services. Prepare and develop multi-faceted procurement specifications for general, technical or specialized bids and proposal analysis. Direct and assist agency staff in the evaluation, price negotiation, and contract development of bids and RFP's.

Develop cost-savings through analysis of current city spending by commodity codes to determine areas of consolidation.

Maintain control and disposal of surplus property. Participate in purchasing user group sessions and other purchasing related trainings.

Organize, instruct, and maintain activities related to the purchasing card program. Participate in the development of related procedures and policies. Provide related training to agency users as well as suppliers.

Participate in the implementation and maintenance of the ERP software solution and of the City's purchasing website. Serve as website contact for procurement comments and questions.

Coordinate activities relative to the disposal of surplus property. Develop and recommend policy and procedural changes regarding disposition of surplus property.

Buyer 3

Perform all work of a Buyer 2 with greater independence, professional expertise, and responsibility.

Manage specific procurement projects, such as implementation of Vendor Self Service in MUNIS, or the City's P-Card program. Develop related trainings and ensure users are versed in program policies and procedures.

Lead complicated City procurement efforts that are coordinated among various City agencies.

Assist Principal Accountant in training and mentoring other Buyer staff.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Buyer 1

Six months of directly related experience in the purchasing/procurement activities. Such experience would normally be gained after graduation from an accredited college with an Associate's degree in Accounting or related field such as Computer Science, Finance, Business, or Sales and Marketing. Possession of a Bachelors degree in Accounting, Computer Science, Finance, Business, Sales and Marketing, or a related field may be substituted for the experience requirement. Other combinations of education, training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Buyer 2

Two years of directly related experience in the purchasing/procurement activities equivalent to that performed as a Buyer 1. Such experience would normally be gained after graduation from an accredited college with an Associate's degree in Accounting or related field such as Computer Science, Finance, Business, or Sales and Marketing. Possession of a Bachelors degree in Accounting, Computer Science, Finance, Business, Sales and Marketing, or a related field may be substituted for the experience requirement. Other combinations of education, training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Buyer 3

Four years of directly related experience in the purchasing/procurement activities, including 2 years of experience as a Buyer 2. Such experience would normally be gained after graduation from an accredited college with an Associate's degree in Accounting or related field such as Computer Science, Finance, Business, or Sales and Marketing. Possession of a Bachelors degree in Accounting, Computer Science, Finance, Business, Sales and Marketing, or a related field may be substituted for the experience requirement. Other combinations of education, training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Buyer 1

Working knowledge of purchasing principles, operations, and practices of procurement. Working knowledge of office/business practices and terminology. Working knowledge of related budgeting and accounting principles. Working knowledge of and ability to use computer software applicable to the duties of the position, including MS Word and Excel (or related software). Ability to maintain effective working relationships. Ability to prepare complete and concise

activity and cost feasibility reports. Ability to prepare bid specifications and to evaluate proposals. Ability to develop and maintain related recordkeeping systems. Ability to communicate effectively orally and in writing. Ability to perform related mathematical computations. Ability to analyze procurement data and to exercise judgment in recommending the purchase of commodities within procedural guidelines. Ability to maintain adequate attendance.

Buyer 2

Thorough knowledge of purchasing principles, operations, and practices of procurement. Thorough knowledge of office/business practices and terminology. Thorough knowledge of related budgeting and accounting principles. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including MS Word and Excel (or related software). Ability to maintain effective working relationships. Ability to prepare complete and concise activity and cost feasibility reports. Ability to prepare bid specifications and to conduct complex qualitative analysis and evaluation of proposals. Ability to develop and maintain related recordkeeping systems. Ability to communicate effectively orally and in writing. Ability to perform related mathematical computations. Ability to analyze procurement data and to exercise judgment in recommending the purchase of commodities. Ability to maintain adequate attendance.

Buyer 3

Thorough knowledge of purchasing principles, operations, and practices of procurement. Thorough knowledge of office/business practices and terminology. Thorough knowledge of related budgeting and accounting principles. Thorough knowledge of and ability to use computer software applicable to the duties of the position, including MS Word and Excel (or related software). Ability to maintain effective working relationships. Working knowledge of project/program management principles and techniques. Working knowledge of leadership practices. Ability to lead projects effectively. Ability to lead and mentor staff. Ability to prepare complete and concise activity and cost feasibility reports. Ability to prepare bid specifications and to conduct complex qualitative analysis and evaluation of proposals. Ability to develop and maintain related recordkeeping systems. Ability to communicate effectively orally and in writing. Ability to perform related mathematical computations. Ability to analyze procurement data and to exercise judgment in recommending the purchase of commodities. Ability to maintain adequate attendance.

Physical Requirements:

Work is primarily sedentary in nature, performed in an office environment using standard office equipment such as a computer, telephone, copier, etc.

Department/Division	Classification	Comp. Group	Range
Finance Department	Buyer 1	16	15
Finance Department	Buyer 2	16	17
Finance Department	Buyer 3	16	19

Approved: _____

Harper Donahue IV
Human Resources Director

Date