

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **BUYER**

DEPARTMENT: **PURCHASING**

BASIC FUNCTION:

Under general direction, to assist in the purchase of materials, supplies, equipment, and services necessary to support the administrative and operational activities of the city; and to do related work as assigned.

KEY RESPONSIBILITIES:

Receive and review departmental requisitions. Request oral and written quotes from vendors. Review budget accounts to insure that requisitions do not exceed budgeted amounts; insure proper account numbers are assigned.

Review and analyze price, product, delivery, terms, and quotations and make recommendations for contract award.

Monitor agreements and commitments with vendors to insure compliance with delivery dates and other terms of the purchase contract.

Insure that all goods and services are received in good condition.

Perform follow up on outstanding orders.

Process invoices for payment to Finance Department.

Review and prepare proposed specifications for annual contracts and purchases requiring written bids.

Assist all city offices and departments in budget preparation by gathering quotations on capital outlay items.

Maintain departmental files.

Prepare documents, correspondence, and reports.

Operate data processing equipment according to established procedures.

QUALIFICATIONS:

Knowledge of:

Principles and practices of purchasing.

Common purchasing and legal terminology.

Buying and budget functions.

Ability to:

Establish and maintain effective working relationships with vendors, city personnel, and the public.

Communicate clearly and concisely, orally and in writing.

Make neat and accurate computations, notes, and reports.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

One year of experience where the primary responsibility is purchasing goods and services.

Equivalent to the completion of twelfth grade.