



Buyer

DEFINITION

This is moderately complex work involving a variety of duties related to procurement and supply management functions.

Employees of this class perform duties according to established policies and procedures, under the direction of the Senior Buyer. Work is performed through specific on-going assignments or on a project basis and is performed with independence and judgment in resolving problems and priorities. Difficult and involved problems are referred to the Senior Buyer.

Work of the class includes responsibilities for the composition of commercial bid documentation of a low to intermediate complexity and risk range, the review of technical specifications, the commercial evaluation of bids submitted, and the authority to release purchase orders within defined parameters or recommend the acceptance of awards exceeding parameters.

Employees of this class may also evaluate a variety of inventory analyses and techniques to ensure that appropriate planning, forecasting and provisioning of supplies and parts is realized. Work of this type is primarily completed through a review of computerized reports.

Although there may be considerable variations in commodities and supplies among assignments, the level of knowledge, abilities and skills required are the same.

Work is subject to review for adherence to policies, procedures and the minimization of procurement costs through appropriate procurement recommendations.

TYPICAL DUTIES *

Manages procurements of a low to intermediate complexity and risk; plans activities with business areas to determine appropriate procurement method.

Reviews assigned requisitions and documentation for completeness and action; requests/determines additional information needed.

Researches suppliers and evaluates their ability to provide materials, equipment, and services.

Works with business areas to compose and prepare various RFx* documents of a low to intermediate complexity and risk and manages the process; obtains sign-off of RFx plan and documents from Senior Buyers or Procurement Managers where required.

Independently drafts/prepares bid recaps/summaries and evaluation spreadsheets for any assigned RFx with low to intermediate complexity and risk.

Reviews and advises business areas on limited competition processes; reviews documentation and creates and issues PO's within delegated authority or prepare and submit to Senior Buyer/management for approval.



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Discusses contract and supplier performance with business area; escalates issues to Senior Buyer as necessary.

Submits recommendations, reports, and supporting documentation to Senior Buyer for review when PO/CO is within delegated authority; Manages assigned non-competitive purchases - includes requesting quotes, reviewing quotes, seeking clarification, agreement reviews by law and business areas; communicates with suppliers and drafts/prepares PO content.

Provides guidance and responds to inquiries from subordinate positions.

Performs other related duties as required.

**RFx refers to Request for Proposal, Request for Quote, Request for Bid, and Request for Information.*

KNOWLEDGE, ABILITIES AND SKILLS

Strong knowledge and understanding of procurement practices, policies, procedures, tender/contract law, trade agreements and various procurement strategies/approaches.

Knowledge of project management methodology and approaches; ability to plan and lead contract negotiation processes.

Proficiency with required computer systems.

Ability to determine procurement strategies which are appropriate to requirements and conflicting priorities.

Ability to identify where non-standard processes should apply.

Ability to demonstrate leadership in providing guidance to subordinate roles.

Ability to establish and maintain effective working relationships with client department staff and supplier.

Ability to work effectively in a team environment.

Strong analytical, critical thinking, decision making and problem solving skills.

Strong listening, verbal and written communication skills; excellent organization and time management skills.

Stays current with City policies and procedures and industry trends and evolving practices.



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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

High School Diploma AND a Supply Management Training (SMT) Diploma from the Supply Chain Management Association (SCMA) or equivalent. A minimum of four (4) years' diversified procurement and/or supply chain management experience.

Opportunity Concept

Completion of a recognized job level education requirement OR four (4) years of diversified procurement and/or supply chain management experience.

Incumbents must obtain Job Level qualifications within four (4) years from position start date. Incumbents will be required to sign off on Terms and Conditions along with the union, as per the Collective Agreement.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

BUYER_ACTIVE

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1337	2127	1338	2128
Grade	016	020	018	022
Last Updated:	2017-09			
Previous Updates:	2014-06			
Originated:	1998-12			