

City of Dallas
Classification Specification

Title:	Buyer II	Class Code:	20202
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Procures goods and services for the City of Dallas utilizing established guidelines and competitive bidding and purchasing laws, rules, and policies. Ensures procurement of goods and services are obtained at minimum cost and maximum value to the City.

Essential Functions Depending on Assignment

1. Processes price agreements and requisitions to ensure prompt supply of goods and services.
2. Establishes and maintains price agreements for goods and services provided to the city to ensure legal compliance.
3. Reviews bid specifications submitted by city departments to ensure compliance with legal requirements.
4. Verifies that vendors are sent accurate and complete bids, and that acquisition of specified product or service is made at minimal cost and maximum quality.
5. Coordinates specification requirements from all user departments and various vendors to ensure goods and services purchased meet all specification requirements and the needs of the departments.
6. Reviews and tabulates bids received from vendors to ensure awards are made in compliance with bidding laws and regulations.
7. Compiles and presents data to the Senior Buyer for the preparation of documents for city manager or City Council review and authorization.
8. Conducts investigations and research to respond to routine vendor protests and concerns or inquiries from City Council, departments and management.
9. Acts as liaison between vendor/supplies and city departments on all assigned procurement to ensure compliance.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of principles and practices of purchasing practices and principles.

Thorough knowledge of purchasing ordinances and the competitive bidding process.

Ability to interpret and enforce purchasing and contracting laws, ordinances, and guidelines.

Ability to apply concepts, methods, and techniques of purchasing.

Ability to perform arithmetical computations involving fractions, decimals, and percentages.

Ability to analyze data and make appropriate recommendations.

Ability to communicate effectively and diplomatically, both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.