

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Senior Buyer</b>	<b>Class Code:</b>	<b>20203</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>I</b>
<b>Supplemental/ Code:</b>	<b>Administrative/ 1</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Safety Sensitive:</b>	<b>AD</b>	<b>Established:</b>	<b>10/1/1994</b>
<b>CDL:</b>	<b>No</b>	<b>Revised:</b>	<b>01/14/2019</b>

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**Position Purpose**

Under the general supervision of the Procurement Manager, responsible for reviewing and processes the procurement of complex and high-profile goods and services over \$70,000. Work will include the administration of bids and proposals and maintenance of city contracts and agreements, negotiation of contracts, preparation and review of bids and proposals.

**Essential Functions**

1. In the absence of the Procurement Manager, supervises staff to maintain productivity, including the review of Buyer(s) and Buyer III(s) for completeness and compliance with Federal, State and City code and regulations.
2. Reviews bids, specifications, and award recommendations for all procurement requiring City Council approval to ensure applicable laws and procedures are followed and quality purchases are made by the City.
3. Researches and investigates procurement issues and prepares responses to the City Manager's Office, City Council, City Attorney, and City Auditor's Office to respond to vendor protests and assist executive staff in resolving issues regarding bids, proposals, specifications, high-tech procurement, exempt and emergency purchases, etc.
4. Assists with the testing and implementation of software utilized by the Office of Procurement Services. Reviews process and procedures to ensure seamless integration with software and efficiencies.
5. Provides procurement support in the issuance of notices, reconciling complex problems, and vendor protests.
6. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work**

Knowledge of purchasing practices and principles.

Knowledge of purchasing ordinances and competitive bidding process.

Knowledge of government procurement principles and practices.

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

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

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.

Possess analytical skills and has the ability to apply State and local procurement statutory requirements.

Exercises considerable independent judgement and initiative in the review, evaluation and processing of departmental requisitions, specifications, quotes, and the resolution of problems.

**Minimum Requirements:**

Bachelor's Degree in business/public administration or social science field plus four years of buying experience. A eight-year combination of specified education and experience will qualify.

**Certification, Registration, or Licensure**

May be required to be certified, registered, or licensed in a specialty area.

**Working Conditions and Hazards:**

Work performed under normal office conditions.

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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.