

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

<b>Title:</b>	<b>Buyer III</b>	<b>Class Code:</b>	<b>20208</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>H</b>
<b>Supplemental/ Code:</b>	<b>Administrative/ 1</b>	<b>FLSA Status:</b>	<b>Non-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>

**Position Purpose**

Under the general supervision of the Procurement Manager, responsible for reviewing and processing the procurement of goods and services over \$70,000. Work will include the review of specifications, development of requests for bids and proposals, evaluation and tabulation of bids and proposals, conducting market research and resolving vendor disputes.

**Essential Functions**

1. Administers price agreement contracts and requisitions to ensure goods and services are provided to the city in accordance with state laws and city policies.
2. Reviews and tabulates bids received from vendors to ensure awards made comply with bidding laws and regulations.
3. Manages the processing of price agreements and requisitions to acquire goods and services for departments to ensure quality goods and services are obtained according to state and city purchasing laws and guidelines.
4. Evaluates proposals and bids received from vendors to ensure awards made comply with bidding laws and regulations and that goods and services purchased meet the department's needs.
5. Develops and reviews specifications used to solicit bids for goods and services to be purchased by the client department by examining criteria such as cost, features, delivery and service schedules, etc. to ensure the purchases will meet department's needs and that procedures comply with legal requirements.
6. Monitors contracts with vendors.
7. Serves as the liaison between departments and vendors.
8. 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 two years of buying experience. A six-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.

---

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.