

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: BUYER II (Job Code 100)**

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#### **GENERAL STATEMENT OF JOB**

Under the general supervision of the Purchasing Manager, performs professional work in the operation of the City's Finance Department. Incumbent purchases or assists in the acquisition of needed supplies, equipment, property and services. Work is reviewed through observation and written reports for adherence to established policies and procedures.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Reviews and processes requisitions/purchase orders for the acquisition of needed supplies, equipment, and services for use by City departments in accordance with pertinent federal, state, and local laws, codes, rules and regulations including regulations concerning municipal purchasing.

Assists the Purchasing Manager and Purchasing Supervisor with the preparation of quotes, requests for proposals, requests for qualifications, bids and other purchasing methods for the purchase of needed supplies, equipment, and services for use by City departments and the Margate Community Redevelopment Agency (CRA) in accordance with City Code and State Statutes.

Creates, assigns, and assists with the maintenance of codes used in electronic purchasing system.

Monitors performance of assigned City and co-op contracts and expiration dates.

Coordinates with Risk Management to ensure completeness and correctness of insurance certificates for assigned projects.

Contacts vendors to obtain quotes for stock and special order items; researches availability, quality and price of equipment and supplies; and prepares bid tabulation and summary documentation.

Conducts the solicitation process while collaborating with department clients to ascertain the best price, quality and performance. Conducts pre-award survey and performs cost and price analysis by comparing bids with historical pricing information, independent estimates, and other factors. Recommends award of contract to the bidder which is in compliance with all applicable laws, ordinances, standards, policies and procedures. Documents any necessary justification for not recommending the lowest bid, as appropriate; and performs post-award evaluations.

Facilitates pre-bid conferences and responds to inquiries from potential suppliers.

Receives and ensures proper handling of bid bonds, bid security and cashier's checks submitted with responses to solicitations.

Conducts and participates in meetings and committees. Provides visual training materials to assist user departments in understanding purchasing policies and procedures; and identifies and participates in relevant training.

Prepares and tracks correspondence such as demand letters, show cause letters, cure notices, cancellation and termination letters.

Resolves issues between vendors and user departments, and assists in the expediting of orders with vendors.

Assists with the performance of purchasing-related functions for the City's grants programs and the Margate Community Redevelopment Agency.

Assists departments in the accessing of purchasing information from computer system, guiding them through the processing of information and assisting with training on the system.

Assists with the maintenance of the capital inventory program and annual inventory reconciliation.

Assists with surplus property disposition, including official attendance at City-held auctions.

Assists with obtaining and interpreting market pricing and trends, and applying such interpretations to purchasing problems.

Assists with other research as required.

Attends off-site purchasing and professional organization-related meetings.

#### **ADDITIONAL JOB FUNCTIONS**

Performs emergency response duties as assigned.

Performs related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Must possess a high school diploma, supplemented by a minimum of five (5) years' work experience in the specific area of purchasing, with governmental purchasing-related employment and knowledge of governmental purchasing-related functions preferred. Must be knowledgeable in MS Word, Excel, and Outlook, with knowledge of the H.T.E. software system a plus.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some light to moderate lifting (10-20 pounds), or minimal dexterity in the use of fingers, limbs, and body. Tasks may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

**Intelligence:** Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

**Verbal Aptitude:** Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

**Manual Dexterity:** Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors or shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of advanced office support functions.

Knowledge of reports and recordkeeping principles and techniques.

Knowledge of filing principles and methods.

Knowledge of purchasing methods and procedures, i.e., buying, inspection and shipping.

Ability to communicate effectively orally and in writing and to write clear and concise reports.

Ability to prioritize and plan workload in a manner that enables multitasking in the performance of work within the Purchasing Division, while maintaining an attention to detail to ensure accuracy in task performance.

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Ability to establish and maintain effective working relationships with departmental personnel and various outside agencies position interacts with.  
Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss

potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date