

COUNCIL COMMUNICATION

To: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE: NOVEMBER 2, 1988

SUBJECT: APPROVAL OF CLASS SPECIFICATIONS AND SALARY RANGE FOR BUYER POSITION

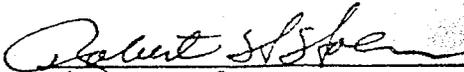
RECOMMENDED ACTION

That the City Council:

1. Establish the position of Buyer, Occupation Code #076, in the General Services group of employees.
2. Approve the **class specifications** attached hereto as Exhibit A.
3. Approve the **monthly salary** steps as: A - \$1,925.00; B - \$2,021.25; C - \$2,122.31; D - \$2,228.43; E - \$2,339.84.

BACKGROUND INFORMATION

The City Council **approved** the addition of Buyer to the Finance Department, Purchasing Division, with the adoption of the 1988-89 Budget. The approval of the attached specifications and the above salary steps will allow us to proceed with recruitment.



Robert H. Holm  
Finance Director

RHH:ss

Attachments

CC/BUYER/TXIF.06S

RESOLUTION NO. 88-152

RESOLUTION APPROVING CLASS SPECIFICATIONS AND  
SETTING SALARY RANGE FOR BUYER POSITION

RESOLVED, that the City Council of the City of Lodi does hereby approve class specifications for Buyer as shown in Exhibit A attached hereto and thereby made a part hereof. -

BE IT FURTHER RESOLVED, that the City Council of the City of Lodi does hereby establish the position of Buyer in the General Services group of employees and hereby establishes the monthly salary range as follows:

A - \$1,925.00; B - \$2,021.25;  
C - \$2,122.31; D - \$2,228.43; E - 2,339.84

Dated: November 2, 1988

I hereby certify that Resolution No. 88-152 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 2, 1988 by the following vote:

Ayes: Council Members - Hinchman, Olson, Snider and  
Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - Reid



Alice M. Reimche  
City Clerk

\*

BUYER

DEFINITION

Under general direction, purchases and expedites a variety of materials, supplies, equipment, and services for the City of Lodi.

DISTINGUISHING CHARACTERISTICS

This position is a journey level classification in the Finance Department, and is independently responsible for a wide range of purchasing and expediting functions. It is distinguished from the Buyer/Senior Storekeeper in that the latter supervises the Storekeeper function and performs relatively routine buying functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Purchasing Officer.

May exercise indirect supervision over clerical personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Reviews requisitions for accuracy and completeness, and consults with user departments regarding purchasing needs.

Obtains and evaluates price quotations and analyzes bids.

Develops and prepares purchase orders.

Through contact with vendors and through business and trade publications keeps informed on availability, price, terms, and delivery schedules on both specific and projected needs.

Keeps informed on economic conditions, commodity price trends, lead times and sources of supply, as well as development of new products which may be of use to the City.

Assist in the development and administration of contracts.

Assists departments in the preparation of clear and complete specifications.

Maintains purchasing records, prepares summaries and reports, including vendor performance reports, and maintains bid lists.

Works with departments to solve delivery, quality, or invoicing problems that may arise concerning purchases made through the Purchasing Department.

Maintains a level of knowledge of purchasing and inventory control laws, techniques, procedures, and policies necessary to perform the job in the most effective and efficient manner.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of purchasing.

Competitive bidding procedures.

Inventory Control procedures.

Basic accounting procedures and practices applicable to the purchasing function.

Types and sources of materials, supplies, services, and information on economic conditions and industry trends.

Applicable federal, state, and local laws, and regulations regarding purchasing.

Ability to:

Interpret and apply applicable ordinances, rules, and regulations affecting purchasing operations.

Analyze and interpret requisitions, plans, drawings, and specifications.

Prepare clear and concise specifications.

Buy effectively considering price, service, quality, and delivery.

Establish and maintain accurate records and files.

Set priorities, organize work, and make sound business decisions.

Communicate effectively, both orally and writing.

Perform accurate basic mathematical functions.

Establish and maintain effective working relationships with City personnel, vendors, and the general public.

Education and Experience

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience

Three years experience in purchasing and expediting materials, supplies and equipment.

Education

Equivalent to the completion of the twelfth grade.

License and Certificates

possession of a valid drivers license issued from California Department of Motor vehicles.