

RESOLUTION NO. 90-60

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE AMENDED CLASS SPECIFICATIONS FOR BUYER

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

Dated: April 18, 1990

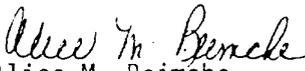
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I hereby certify that Resolution No. 90-60 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 18, 1990 by the following vote:

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

Noes: Council Members - None

Absent: Council Members - Olson


Alice M. Reimche
City Clerk

BUYER

DEFINITION

Under general direction, purchases and expedites a variety of materials, supplies, equipment, and services for use by all City departments; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Buyer is distinguished from that of Senior Storekeeper/Buyer in that the primary duty is to be independently responsible for a wide range of purchasing and expediting functions; the Buyer acts as Purchasing Officer in his/her absence; the Senior Storekeeper/Buyer supervises the Storekeeping function and performs pre-established buying functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Purchasing Officer.

May exercise indirect supervision over clerical staff and Senior Storekeeper/Buyer.

EXAMPLES OF DUTIES:

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

Reviews requisitions for accuracy and completeness, consults with user departments regarding purchasing needs, and provides information regarding products and supplies.

Obtains and evaluates price quotations and analyzes bids.

Develops and prepares purchase orders; expedites purchase orders by following up with suppliers to reconcile delivery, quality, accuracy and other problems that arise.

Explains purchasing policies and procedures to potential vendors; places orders and negotiates with vendors as required if changes in purchase terms are required.

Researches availability, price, terms, and delivery schedules with vendors for both specific and projected needs.

Applies economic conditions, commodity price trends, lead times, develops sources of supply, and new products for purchasing activities.

Assists 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.

Acts as Purchasing Officer in his/her absence.

EXHIBIT A

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of purchasing, including 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, policies, procedures, 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 in writing.
Perform accurate basic mathematical functions.
Establish and maintain effective working relationships with City staff, 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:

Education:

Equivalent to the completion of high school, supplemented by college level courses in Business Administration or related field.

Experience:

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

LICENSES AND CERTIFICATES

Possession of a valid Driver's License from the California Department of Motor Vehicles.