City of Bellingham
Classification Specification

CLASS TITLE	**Lead Buyer**
DEPARTMENT	**Finance**
UNION:	**1937**
SG:	**114**
CS:	**Yes**
FLSA:	**Y**
EE0/SOCCODE:	**TE/13-1023**

NATURE OF WORK:

Performs complex purchasing duties for a variety of materials, equipment, products and services for City departments. Serves as lead worker to the Buyer I/II and assists the Purchasing Manager in the coordination, administration and monitoring of the procurement function. Performs all duties of the class below (Buyer I/II), applying in-depth technical knowledge to a broad variety of specialized and complex purchasing assignments. Performs purchasing of a complex technical nature, researching and evaluating specialized and high-dollar value commodities subject to competitive bidding, communicating with City staff to help define purchasing/product needs, performing cost analyses and developing performance specifications. Recommends bid award and bid strategies to the Purchasing Manager. Administers specialized procurement programs and platforms.

DISTINGUISHING CHARACTERISTICS:

Distinguished from the Buyer II classification by its greater experience and independence in the performance of duties and its responsibility to work on more complex, higher-dollar procurements. The Lead Buyer is further distinguished from the Buyer II by its additional responsibility in providing assistance to the Purchasing Manager to coordinate, administer and monitor the work of the division.

Promotion to this classification is not automatic and vacancies will be filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Reports to the Purchasing Manager. Consults frequently with City personnel on purchasing requests. Works independently in carrying out assignments under City, departmental and division policies and procedures, as well as applicable federal, state and local regulations. Serves as lead worker to the Buyer I/II; trains, assigns and evaluates work and provides day-to-day direction and technical guidance.

ESSENTIAL FUNCTIONS:

1. Assists in coordinating programs and activities of the Purchasing unit. Approves purchase orders, invoices and bids. Assists departments and project managers with contract selection per established federal, state and City laws, regulations, codes,

policies and procedures. Coordinates with project managers regarding scope and sequencing of projects and recommends contracting strategies.

2. Serves as lead worker to the Buyer I/II. Organizes, assigns and monitors work; provides training, technical guidance and feedback. Provides feedback on employee performance to the Purchasing Manager.

3. Develops specifications for procurement of equipment and supplies for review by departments. Recommends specifications, procurement and bidding strategies, and ensures City specifications comply with applicable laws, regulations, codes, policies and procedures

4. Researches markets, studies trends, keeps current on new developments and products, and locates potential suppliers. Contacts other public and private agencies in specification research work. Prepares reports by collecting, analyzing and summarizing information and trends.

5. Acts as City contact to provide information, assistance and handle problems and questions for City purchasing contracts for the life of contracts. Responds to department and vendor needs, as situation requires. Prepares reports, investigates complaints and secures adjustments as necessary.

6. Coordinates and forms teams to conduct performance tests or demonstrations of new equipment, supplies and/or materials for acceptance. Consults with departments regarding bids received and assists with bid evaluations.

7. Monitors and ensures the accuracy of purchasing-related information on the City's website. Answers questions and provides training to the public on use of the website. Ensures bids posted meet legal requirements.

8. Develops and maintains unit manuals and procedure documents to provide accurate and timely references per established unit policies and procedures.

9. Reviews, monitors, processes and approves purchase requisitions and contracts submitted by other departments for completeness and compliance with the law. Contacts departments for additional documentation and information and ensures that all applicable purchasing guidelines and laws are met. Reviews and processes change orders, contract modifications and close-out documents.

10. Monitors and ensures the accuracy of information in the unit's software system. Monitors daily use and operation of the system to ensure transactions are processed in a timely manner. Ensures that customer reports are produced, responds to customer and staff questions, and coordinates user training as needed.

11. Communicates with vendors, contractors and the public to explain complex procurement rules and regulations. Responds to inquiries by City staff and the public on procurement rules, regulations, City charter, state and federal law.

12. Administers complex and specialized procurement programs such as the City's Job Order Contracting (JOC) Program, Indefinite Delivery/Indefinite Quantity (IDIQ) contracts, and other alternative methods or programs of procuring for the City.

13. Plans, prepares, schedules and delivers procurement training to City staff under the guidance of the Purchasing Manager. Develops and implements procurement informational sessions for suppliers and other outreach activities to increase supplier participation in solicitations.

14. Performs tasks of Buyer I/II as needed.

ADDITIONAL WORK PERFORMED:

1. Maintains professional and technical knowledge by attending educational workshops. Reviews professional publications, establishes professional networks and participates in professional societies.

2. Performs other related duties as assigned within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:
- Thorough knowledge of procurement management theory and technical equipment characteristics such as those required in Police, Fire, Public Works, Parks and general administration.
- Thorough knowledge of contract administration and contract law.
- Knowledge of various shipping methods and terminology, along with the benefits and possible liabilities of each.

Skill in:
- Skill as a lead worker, including assigning and monitoring the work of others, providing input for performance evaluations, and conducting on-the-job training to others.
- Skill in other management areas including leadership, problem analysis, planning and organization, negotiation and decision making. Must possess interpersonal sensitivity, adaptability/flexibility, stress tolerance and ability to manage time effectively.
  Excellent oral and written communication skills to present proposals to management staff and conduct presentations at various meetings, prepare written reports, recommendations and correspondence.
- Interpersonal skills for interacting and working with vendors and providing professional, objective buying services to City departments.

Ability to:
- Ability to review, develop and recommend new procurement procedures and regulations to the Purchasing Manager .
- Ability to assess current and future needs and make recommendations for long-range planning.
- Ability to review processes and make recommendations for efficient operation of the unit.
- Ability to read, interpret, understand and utilize code books, regulations, policy and procedural manuals.

- Adherence to the highest ethical standards in administering City purchasing functions and polices and state statues and regulations.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Ability to identify, analyze, compare and make appropriate judgments about available materials through the use of catalogs and other vendor supplied written materials.
- Ability to add, subtract, multiply, divide, compute percentages and fractions, and figure volume, space and load calculations.
- Ability to utilize computerized systems and applications, especially those used for spreadsheets, word processing, databases and record-keeping.
- Considerable knowledge of inventory control systems.
- Ability to rapidly research and gain knowledge about new product development.
- Physical ability to perform the essential functions of the job, including:
    - Frequently move and transport items weighing up to 25 lbs.;
    - Occasionally position oneself to work in confined, uncomfortable and uneven spaces to inspect all angles of equipment including underneath and on top of equipment;
    - Occasional travel to other locations and job sites to inspect and/or research equipment, supplies or materials;
    - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation to develop specification documents, research information and perform administrative tasks. Visits field sites to research existing and new equipment for possible purchases Physically inspects equipment and products at all angles and viewpoints in all weather conditions and in confined and uncomfortable spaces and environments.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Associate's degree in business administration, liberal arts, engineering or related field
  AND
- Five (5) years of progressively responsible procurement experience with fleet, equipment, materials, supplies, public bidding and specifications writing, including two years of procurement experience in a government agency. Relevant education or training may substitute for up to two years' experience.
  OR
- Seven (7) years' of progressively responsible procurement experience with fleet, equipment, materials, supplies, public bidding and specifications writing, including two years of procurement experience in a government agency.

- Experience in the development and use of Requests for Proposal (RFP's), Requests for Qualifications (RFQ's), Requests for Information (RFI's) and complex requests for bid.
- Considerable computer experience preparing spreadsheets, using database management software (MS Access) and word processing software applications.

- Experience as a lead buyer, including overseeing the work of others, and/or purchasing supervisor or manager preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.
- Must obtain and maintain one of the following within 12 months of hire: Certified Public Purchasing Buyer (CPPB), Certified Public Purchasing Officer (CPPO), National Institute of Government Procurement -Certified Procurement Professional (NIGP-CPP), NIGP-Public Procurement Associate (NIGP-PPA), Certified Professional in Supply Management (CPSM).
  Failure to obtain the appropriate certification within established time limits will result in demotion to the lower class for which qualified, until such time as the required certification is achieved,
- Valid Washington State driver's license at time of hire with proof of good driving record. Candidates must submit a 3-year driving record abstract prior to hire.

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03/02

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