



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Buyer  
**Department:** Purchasing  
**Classification:** 0206  
**Pay grade:** 16C  
**FLSA:** Non-Exempt

**Prepared Date:** 1/07  
**Approved By:**  
**Approved By:**

### **Summary**

Procures goods and services for all City Departments in a timely manner with the best possible quality for the best possible price.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Procures goods and services for various departments.

Obtains competitive quotes for goods and services.

Aids in the development and coordination of effective purchasing procedures for the requisition, procurement, storage and issuance of supplies, materials, equipment and services.

Maintains all records pertaining to various rental services used by the City.

Reads purchasing manuals, catalogues and other related periodicals. Enforces purchasing specifications and standards. Keeps abreast with current practices in the field.

Reviews requisitions for correct and sufficient information.

Maintains vendor files in order to facilitate the process of obtaining bids.

Expedites deliveries and processes payments to vendors.

Prepares and disseminates formal bids.

Places orders via telephone and computer.

Checks on back ordered items.

Prepares a variety of reports.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of purchasing principles, methods and procedures, including familiarity with legal requirements governing City purchases as defined in the City Charter and other governing laws and ordinances is required. The ability to analyze the purchasing needs and to develop purchasing procedures to provide effective service is necessary. The ability to prepare specifications, analyze quotations and conduct special surveys and studies is required. Familiarity with word processing and spreadsheet software such as WordPerfect, Excel, etc. and familiarity with purchasing databases is necessary for the position. The ability to establish and maintain effective working relationships with department officials, vendors and employees is required. Good oral and written communication skills are required in order to clearly and concisely express ideas.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

A high school diploma or equivalent plus three (3) years progressively responsible purchasing experience with purchasing and buying activities is required.

A comparable amount of training or experience may be substituted for the minimum education qualifications.

Valid Florida Driver's License