



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 363.1

Job Title: **BUYER**

Pay Grade: 16

### **GENERAL SUMMARY:**

Procures various non-technical and standard technical materials, equipment and services on a competitive basis for the City and/or department in accordance with City and departmental policies and procedures and/or specification requirements.

### **RESPONSIBILITIES:**

- May assign Assistant Buyers and clerical staff in routine tasks, such as preparing purchase orders, reviewing quotations and expediting delivery.
- Reviews purchase orders and contracts for completeness, accuracy and compliance with City and departmental policies and procedures.
- Reviews requisitioned materials, equipment or services to see if they can be purchased via contract.
- Conducts pre-bid meetings and distributes bid invitations. Advertises and sets bid opening dates.
- Gathers and compiles verbal and written bids. Tabulates bids, evaluating price quotes and comparing to specifications.
- Researches vendors and evaluates their ability to provide and the availability of quality materials, equipment and services.
- Selects or recommends the most advantageous bid. Schedules and expedites delivery and resolves any discrepancies with vendor.
- Prepares requests for council action and final drafts of contracts.
- Interprets and evaluates contract provisions. Ensures purchase orders comport with existing contracts.
- Maintains and updates vendor lists. Maintains requisitions and purchase order files and logs.
- Prepares reports and responds to information requests from department managers, vendors, etc.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Materials Management, Purchasing or a closely related field.

#### **EXPERIENCE:**

Two years of professional or para-professional buying experience are required.

Professional buying experience may substitute for the above education requirement on a year-for-year basis.

## **SPECIFICATIONS: (continued)**

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant Buyer  
Buyer  
Senior Buyer  
Procurement Specialist  
Senior Procurement Specialist  
Purchasing Manager

*Effective: October 1990*

*Revised: August 2004*