CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 363.2

Job Title: **SENIOR BUYER**

Pay Grade: 22

GENERAL SUMMARY:

Supervises and/or leads the procurement of diversified and 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:

- Supervises and/or leads Buyers, Assistant Buyers and other support staff. Assigns and evaluates work, trains, and provides guidance to staff.
- Reviews purchase orders, contracts and bid specifications for completeness, accuracy and compliance with City and departmental policies and procedures.
- Coordinates specification requirements and standards with department(s) and various vendors to ensure the needs of the department(s) are met. Writes specifications and standards.
- Conducts pre-bid meetings and distributes bid invitations. Explains and interprets specifications and standards to vendors. Advertises and sets bid opening dates.
- Gathers and compiles verbal and written bids. Tabulates bids, evaluating price quotes, comparing to specifications and reviewing for Minority/Women's Business Enterprise (M/WBE) capabilities.
- 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.
- Interprets and evaluates contract provisions. Ensures purchasing requests comport with existing contracts.
- Prepares reports and maintains records of studies, bidding conferences, purchases and other activities performed.
- Keeps updated on industry standards, types, features and quality of products, suppliers and other information by reviewing catalogs, technical and industrial publications and other sources.

SPECIFICATIONS:

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

EXPERIENCE:
Four years of 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 requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Although not a supervisory classification, occasionally a few positions may require supervisory responsibilities.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. 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., essential 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
Revised: March 2025