



City of Peoria

HUMAN RESOURCES

Title: Buyer II

FLSA STATUS: Exempt

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Material Manager.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Associates Degree or equivalent education/experience.
- **Experience:** A minimum of over one (1) year of related procurement experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid driver's license

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Certification as a Certified Professional Public Buyer (CPPB).

JOB SUMMARY

The purpose of this position is to perform professional level procurement of a variety of commodities, supplies, equipment and services, including architectural, engineering and construction services. This is accomplished by preparing solicitations, evaluating bids, negotiating and managing contracts, verifying budgets, working with vendors, presenting information, and advising departments. Other duties include participating on committees, representing the city, and completing special projects as assigned.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions |
|---|---|
| 1 | Prepares solicitations by providing recommendations to departments, establishing criteria, determining selection process, assisting departments with research, developing contracts, scheduling pre bid or proposal meetings, and working with vendors. |
| 2 | Evaluates solicitations by scheduling openings, reviewing submittals and proposals, preparing cost analyses, and obtaining approvals. |
| 3 | Administers contracts by analyzing incoming requests for amendments, reviewing communications, obtaining approvals, mitigating dispute resolution, negotiating or evaluating price increase requests, and issuing notices to proceed to contractors. |
| 4 | Serves customers by training departments on procurement processes, working with the public, responding to requests and inquiries, representing the city, and conducting debriefings on the selection process. |
| 5 | Assists departments with special events and special interest contracts; reviews specifications and scope of work, reviews insurance certifications and ensures proper information is provided, maintains database in Solicitation Tracking system, send executed contract to vendor and department. |
| 6 | Coordinates procurement card and fuel card administration; prepares reports to departments and management, issues cards, provides training to new cardholders, and handles issues related to card declines, lost or stolen cards and credit limits. |



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

| Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | | |
|--|---|--|---|---|--|
| Sedentary | X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | | |
|---|---|---|--|--|
| Office | X | Outdoors | Vehicle | Office and Field/ Plant/ Warehouse |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions. | | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.