



City of McKinney Buyer II

SALARY	\$29.51 - \$42.79 Hourly \$61,383.04 - \$89,007.48 Annually	LOCATION	TX 75069, TX
JOB TYPE	Full Time	JOB NUMBER	242500249
DEPARTMENT	Procurement Services	OPENING DATE	08/19/2025
CLOSING DATE	9/2/2025 5:00 PM Central		

Summary

Typical Hiring Range:
\$61,383.04 - \$65,304.74 Annually
\$29.51 - \$31.39 Hourly

WORKING FOR THE CITY OF MCKINNEY

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. Proudly recognized on the Top Workplaces USA list by USA TODAY, our team is dedicated to making McKinney one of the best places to work, live, and raise a family. That's why we exist. Join us and start making a difference today.

OUR CORE VALUES

City of McKinney employees work hard and at a very fast pace. However, we also look after and support one another. All of us are guided by four employee-inspired values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high performance organization (HPO).

SUMMARY OF POSITION

Under general supervision by Procurement Services Supervisor, this position is responsible for performing detailed purchasing functions for the City of McKinney and in compliance with the State of Texas bidding laws, purchasing policy, and established procedures.

Essential Functions/Knowledge, Skills, & Abilities

GENERAL EXPECTATIONS FOR ALL EMPLOYEES

In order for us to continue to achieve our primary function of making McKinney a better place to live, work, and raise a family, we hold these expectations for all employees.

- Learn and demonstrate an understanding of how team, department, and City goals are interconnected.
- Contribute to a positive work culture.
- Maintain regular and reliable attendance.

- Ability to assess his/her work performance or the work performance of the team.
- Contribute to the development of others and/or the working unit or overall organization.
- Ability and willingness to work as part of a team, to demonstrate team skills, and to perform a fair share of team responsibilities.
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and if applicable, encourage subordinates to do the same.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complies with all city policies and procedures, including those defined in the City of McKinney Employee Handbook
- Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
- Works with departments to determine proper procurement process and clarify and revise specifications, as needed, to allow for competitive bidding.
- Solicits bids (ITBs) and proposals (RFPs) by coordinating the solicitation, evaluation and award process with user departments, Legal, Risk Management and selective Cooperative Purchasing Groups.
- Conducts pre-bid and pre-proposal conferences, bid openings; documents and evaluates vendor responses and prepares and distributes bid tabulations.
- Analyzes, evaluates bid/proposal/quote responses and manages the evaluation and negotiation process to determine recommendations for awards, or makes awards as appropriate, for the purchase of goods and services.
- Performs contract administration functions for various contracts.
- Performs initial and remedial training of end users in proper use of ERP software.
- May serve as “power user” for the purchasing module, interpreting source of user problems and relaying technical service requests as needed in order to resolve end user difficulties.
- Conducts research on market conditions, product developments and relative merits of products and vendors.
- May organize and schedule auctions for sale of surplus vehicles, equipment, supplies and miscellaneous, includes storage of surplus prior to sale.
- May perform inventory functions to include the following: Maintaining sufficient level of inventory to satisfy end user requirements; utilizing inventory reporting for reorders. Reports inventory reconciliation needs to supervisor and performs data entry using a purchasing and inventory control system.
- Reviews and generates purchase orders (one time, blanket, inverted, open, change) ensuring compliance with policies to obtain goods and services from suppliers. Verifies contract pricing is being used.
- Builds and maintains a positive working relationship with internal and external customers; provides liaison assistance between departments and vendors when questions or problems arise; processes credit applications and tax-exempt forms to vendors.
- Answers varied inquiries regarding procurement, purchasing policies and procedures, keeping up to date on changes.
- Analyzes data and prepares reports as needed by supervisory staff which may include information used for budget, benchmarks and market trends.
- Represents employer through professional purchasing associations.
- Maintains work areas in a clean, orderly, safe and secure condition. Ensures safety and security of materials, supplies, property and other individuals

OTHER JOB FUNCTIONS:

- Perform other duties as assigned or directed.

KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS

- Ability to embrace and embody the City’s core values of Respect, Integrity, Service, and Excellence (R.I.S.E.).
- Ability to communicate effectively with peers, supervisors, subordinates, and people to whom service is provided.
- Ability to produce desired work outcomes, including quality, quantity, and timeliness.
- Ability to plan and organize work, time, and resources, and if applicable, that of subordinates.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment or computer equipment.
- Ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.
- Requires intermediate computer skills in Microsoft Office products.
- Demonstrated experience in comprehending information and working in a fast-paced environment where multi-tasking, prioritizing, and reprioritizing on a regular basis is required.
- Planning and organizational skills to coordinate concurrent complex projects.

Required Qualifications

MINIMUM QUALIFICATIONS

Any work-related experience resulting in acceptable proficiency levels in the below Minimum Qualifications may be an acceptable substitute.

High school diploma or equivalency required; Two years of college level course work in related field plus three (3) years previous experience and/or training involving public purchasing, contract administration, office administration and personal computer operations; Professional purchasing certification (CPPB or equivalent) from a nationally recognized educational institute is preferred. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

CONDITIONS OF EMPLOYMENT

- Must pass a drug screen and background check.
- Must have an appropriate valid Texas driver's license.

Physical Demands/Supplemental

PHYSICAL DEMANDS

Tasks require the ability to exert physical effort in light to strenuous work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (50-75 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Essential functions are regularly performed without exposure to adverse environmental conditions.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee,

and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

The City of McKinney is an equal opportunity employer (EOE) committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

Employer

City of McKinney

Address

401 E Virginia St

McKinney, Texas, 75069

Phone

972-547-7560

Website

<http://www.mckinneytexas.org>

Buyer II Supplemental Questionnaire

*QUESTION 1

Do you have experience in Public Procurement? If yes, how many years and with what Government agency?

*QUESTION 2

Do you have experience with the formal solicitation process (Request for Proposals, Invitation to Bid, Request for Qualifications, etc.), specifically specification development? If yes, describe your experience.

*QUESTION 3

Are you familiar with Texas Local Government Code 252 and Texas Government Code 2269? If yes, describe your familiarity and experience.

*QUESTION 4

Do you have experience with issuing electronic purchase orders (PO) utilizing a financial system? If yes, please describe your experience.

*QUESTION 5

Why would you like to join the City of McKinney Procurement Services team?

* Required Question