



City of McKinney Buyer I

SALARY	\$26.02 - \$37.73 Hourly \$54,118.99 - \$78,474.38 Annually	LOCATION	TX 75069, TX
JOB TYPE	Full Time	JOB NUMBER	252600045
DEPARTMENT	Procurement Services	OPENING DATE	10/28/2025
CLOSING DATE	Continuous		

Summary

Typical Hiring Range:
\$54,118.99 - 59,387.39 Annually
\$26.01 - \$28.55 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. In 2014, our community was named "The #1 Best Place to Live in America." Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That's why we exist.

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 of the Purchasing Coordinator, 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. This position may perform other related duties as assigned.

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

- Administers xerographic/digital copier contract. Includes assessing needs of departments and selecting appropriate machine. Makes decision to purchase with supervisor input. Processes paperwork for all copier payments. Serves as key operator for copiers city-wide; submits and tracks service requests.
- Performs warehouse functions including fulfillment of stock orders. Conducts periodic physical inventory counts.
- Compares and verifies incoming shipments for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications etc. Resolves discrepancies.
- Receives, unloads, unpacks, shelves, distributes and delivers incoming materials and supplies, inventory, surplus and mail, etc.
- Creates and maintains records, logs, etc. of materials received, stored, issued, delivered and/or distributed. Performs data entry using a purchasing and inventory control system. Processes paperwork for payment of vendor invoice.
- Operates mail machine and delivers outgoing mail to post office. Sorts and disperses city-wide mail; makes delivery to some locations. Obtains and records monthly postage meter readings.
- Maintains common files in good order (including purchase order, contract, general and other files).
- Maintains storerooms, warehouses, mailroom, storage and other related work areas in a clean, orderly, safe and secure condition. Ensures safety and security of materials, supplies, property and other individuals.
- Prepares and maintains contract binders and updates contract list. Maintains contract calendar of important dates in the lives of contracts.
- Answers varied inquiries in regard to procurement, purchasing policies and procedures, keeping up to date on changes.
- Authorizes and generates purchase orders (one time, blanket, inverted, open, change) to obtain goods and services from suppliers. Verifies contract pricing is being used.
- Builds and maintains a positive working relationship with vendors. Provides liaison assistance between departments and vendors when questions or problems arise. Processes credit applications and tax-exempt forms to vendors.
- Conducts research on market conditions, product developments and relative merits of products and vendors.
- Determines appropriate form of solicitation (phone quotes, written quotes, or formal bid process). Prepares informal requests for quotations for purchase of goods and services used by the City departments.
- Evaluates quotes received and makes recommendations for awards, or makes awards as appropriate for small dollar purchases of goods and services.
- Enters purchase requisitions for goods and services for the Purchasing department. Receives shipments of supplies, ensuring the correct quantity, quality and price of items for the department. Sorts and disperses mail for department.
- Analyzes data and prepares reports as needed by supervisory staff which may include information used for budget, benchmarks and market trends.
- Witnesses bid openings as needed.
- Represents employer through professional purchasing associations.

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.
- Requires the 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.
- Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Requires the 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.
- Requires the 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.
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment or computer equipment.
- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.

Required Qualifications

MINIMUM QUALIFICATIONS

High school diploma or GED; Two (2) years previous experience and/or training involving purchasing, contract administration, office administration or personal computer operations; Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be an acceptable substitute for the above specified education and experience requirements.

CONDITIONS OF EMPLOYMENT

- Must pass a drug screen and background check.
- Must have Class C 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 I Supplemental Questionnaire

***QUESTION 1**

What about this position excites or interests you the most?

***QUESTION 2**

Describe your experience with or knowledge of local government.

***QUESTION 3**

Please describe your experience in procurement.

* Required Question