



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Buyer
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Department: Administration - Purchasing

Pay Grade: 115

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision of the Purchasing Manager, the Buyer will purchase goods and services in accordance with the Purchasing Policy, applicable ordinances, and all state and federal laws. Responsible for developing specifications, managing the bidding process, and administering contracts from inception through termination. Maintains contracts with accuracy, attention to detail, and compliance with legal and procedural standards. Facilitates procurement activities, managing vendor relations, and ensuring efficient, policy-compliant purchasing service for all city departments.

ESSENTIAL JOB FUNCTIONS:

- Assist in the evaluation of quotes and bid proposals from suppliers for the preparation and processing of purchase orders for goods and services and ensure all purchases are in compliance with the purchasing ordinance.
- Review and verify purchase requisitions for accuracy and completeness including alignment with account numbers, budget availability, and receipt of department and/or City Commission approval.
- Collaborates with departments to develop specifications and scopes of work to ensure operational needs are met. Prepare bid specifications to elicit competitive bids for internal departments for commodities and services
- Ensure procurement processes for goods and services, including soliciting competitive quotations, assisting with bid openings, documenting vendor responses, and preparing bid tabulations
- Run PO Reports and provide weekly and monthly analysis.
- Maintain and update purchasing records and vendor database ensuring compliance with necessary licensing and insurance requirements.
- Assists in tracking and maintaining certificates of insurance.

- Prepare and process all basic rehabilitation and American Rescue Plan Act (ARPA) bid projects in accordance with city and federal policies and procedures. Accurately analyze and provide summary results, making sound recommendations.
- Audit procurement card transactions throughout each billing cycle to identify audit exceptions such as circumvention, inappropriate procurement activities, charges for taxes, etc.
- Manage fiscal year opening and closing procedures for purchase orders. Provide final encumbrance carry over report to Chief Financial Officer.
- Provide administrative support, including filing, data entry, preparing correspondence, memos and bid documents.
- Train department staff on Purchasing Process.
- Assumes duties of the Purchasing Manager in his/her absence as assigned, including conducting bid openings and preparing sealed bid proposals as required by city purchasing ordinance.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree in business, finance, supply chain management, or a closely related field
- Minimum of two (2) years of procurement experience in Municipal Government
- Experience in Tyler MUNIS is preferred
- Participate in special projects as required and support Manager in procurement research
- Or equivalent training, education, and/or experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of competitive bid laws, public purchasing methods, and large-scale procurement procedures.
- Knowledge of applicable state laws, bid evaluation techniques, and cooperative purchasing programs.
- Proficiency with common software applications such as Microsoft Office applications, including Word, Excel, Access and Outlook
- Ability to establish and maintain strong working relationships with internal departments, vendors, and the public
- Skill in completing assignments accurately with attention to detail.
- Skill in data entry and filing, planning and organization and time management.
- Must be a self-starter with demonstrated ability to work independently and perform duties within scheduled time limits.
- Skill and experience in being a self-starter, must possess the ability to prioritize, multi-task, and manage multiple projects in a fast-paced environment
- Strong communication skills, both oral and written, with attention to detail and accuracy in documentation.
- Ability to exercise judgment and make decisions based on established policies and procedures.
- Experience and ability to positively interact with city staff and vendors.

PHYSICAL DEMANDS:

The work is light work which requires exerting up to 35 pounds of force occasionally and/or negligible amount of force frequently or constantly. Employee may be required to carry, hold, lift, push and pull minimum of 35 pounds of computer papers and retrieve records and/or supplies from vault or storage.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to the position for which I am applying and/or the current position and that I am responsible for meeting the requirements outlined in this job description.

The City of Texas City has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date