



JOB DESCRIPTION

TITLE: BUYER

DEPARTMENT: Finance

LEVEL: 11

Position Last Evaluated: Dec 2014
Job Desc. Last Updated: Mar 2017

JOB SUMMARY

Under the direction of the Manager, Purchasing & Stores, the incumbent procures a wide variety of supplies, materials, tools, equipment, and services for City departments. This involves reviewing requisitions, preparation of tender and bid documents, vendor sourcing, bid solicitations, procurement, analysis of bids, and award recommendation. Performs administrative duties related to procurement, purchasing, and inventory of City of Nanaimo assets.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Provides functional direction, training, and guidance to Purchasing Administration Clerk. Provides orientation to new or temporary staff.
2. Procurement of a wide variety of supplies, materials, tools, equipment, and services by reviewing requisitions, preparation of tender and bid documents, sourcing of vendors, bid solicitation by tender, offer request, written quotation, telephone, and price lists on file, summary and analysis of bids, recommends award of contracts, places orders for purchases, creates contracts, drafts posts and issues documents and reviews purchase requisitions for accuracy and missing information, makes decisions on appropriate procurement procedure and advises requisition originators accordingly, ensures appropriate approval has been obtained for the issuance of requests for proposals, tenders, and purchase orders, and performs selection of carrier and routing for shipments.
3. Expediting and follow up of purchases by contacting suppliers to confirm adherence to delivery schedules, contacting suppliers about overdue shipments, advising the using departments about anticipated delays of shipments, and making alternate arrangements for overdue shipments that are urgently required.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

4. Performs various administrative duties such as maintaining commodity, vendor, and liability insurance, maintaining contract files, providing pricing and delivery information to departments, providing product information to departments. May be required to approve purchase orders and contracts.
5. Researches, collects, analyses, and interprets information as it relates to the development of purchasing tenders.
6. Responds to general inquiries and provides information to City staff and external customers regarding the City's Purchasing Policy.
7. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of current methods and procedures involved in Purchasing, Materials Management, Inventory Control and Transportation.

Considerable knowledge and experience developing procurement strategies and developing and issuing formal Request for Qualifications (RFQ), Request for Proposals (RFP), and Request for Tenders (RFT).

Considerable knowledge of current laws of competitive bidding.

Considerable knowledge and experience negotiating and contracting various kinds and types of agreements for the procurement of goods and for municipal operation and construction projects.

Considerable knowledge of the *Freedom of Information and Protection of Privacy Act*.

Knowledge and understanding of the applicable rules and policies governing departmental activities, including trade agreements related to public procurement.

Knowledge of Commercial Comprehensive General Liability Insurance, Professional Liability Insurance requirements, bid bonds, and performance bonds applicable to purchasing contracted services.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to plan, prioritize, and have strong organizational skills, and work with minimum supervision.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Possess the aptitude and experience in implementing high level procurement concepts and strategies.

A team player who is able to adapt to a changing environment.

Ability to exercise considerable independent judgment and action within approved Purchasing Policy (including referring issues as necessary to the Manager), to meet deadlines and to work under pressure due to volume of work and frequency of interruptions.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), and Municipal computer programs (such as SAP).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in Business Administration or a Supply Chain Management Professional (SCMP) designation.

Minimum 4 years' purchasing experience.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.