



# Buyer

(\$42,205-\$51,707/yr)

## Job Summary

Responsible for the timely procurement of quality goods and services at favorable prices for the City's operations.

## Principle Job Duties

1. Analyze, bid, and award purchase orders. Monitor warehouse stock and inventory for appropriate levels and adjust accordingly.
2. Advise and assist department users in the formulation of specifications. Secure bids. Conduct public bid openings.
3. Examine, verify, and approve purchase requests. Review requisitions for consistency with established policies and procedures.
4. Administer contracts for capital improvement projects, professional services, and consulting services.
5. Train department users on financial computer applications as related to purchasing and inventory. Monitor and prepare purchase orders from on-line purchase requests.
6. Analyze, review, and bid annual blanket contracts at renewal time or as required.
7. Assist in monitoring and disposing of surplus, obsolete and salvageable property.
8. Prepare, record, review, and maintain vehicle registrations, licenses, titles, and insurance. Secure licenses and titles.

## Qualifications

**Required:** Bachelors Degree in business administration or a combination of equivalent education and experience. Knowledge of purchasing and warehousing principles, practices and methods, product descriptions and specifications, material markets and price trends. Three (3) years experience in procurement field. Knowledge of public purchasing laws, policies and procedures.

**Preferred:** Certified Purchasing Manager (C.P.M.) Certification

## Benefits

Medical • Dental • Vision • Prescription Drug Coverage • Holidays • Vacations • Sick Leave • TMRS-Retirement (2:1 matching) • Deferred Compensation • Term Life AD&D • Dependent Life • Flex Benefits • Tuition Reimbursement

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