

Job Title: Buyer**Job Status:** Full-Time**Department:** Purchasing**Job Grade:** 206**Reports To:** Purchasing Manager**Work Setting:** Hybrid**Pay Status:** Non-Exempt**Date Created/Updated:** 6/9/2024**Location:** Service Center

Position Summary

Under general supervision, purchases complex and routine services including for capital improvement projects, goods, materials and equipment. Responsible for the procurement of construction services, materials, and professional services that are to be conducted in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

Essential Duties & Responsibilities

CONTRACT AWARDS AND ACTIVITY

- Initiates formal bid processes; solicits formal bids, requests for proposals, competitive sealed proposals, request for quotes, request for qualifications and related bid documents, manages pre-bid conferences, bid openings, evaluation meetings, negotiates contract details and price for goods and services.
- Assists departments to define procurement needs, specifications and other requirements; provides advice and consultation on procurement issues and the interpretation of state and Federal rules, regulations, policies and procedures.
- Examines, verifies and reviews purchase requests for completeness, accuracy and compliance with established policies and procedures. Assists in training end users on purchasing laws, policies and procedures and on financial computer applications related to purchasing.
- Monitors contracts for expiration/renewal/extensions for timely renewal. Initiates letters and modification to contractors.
- Expedites purchase orders; resolves problems encountered with departments and suppliers; tracks the status of purchase orders; acts as first point of contact for concerns regarding all facets of the bidding process.
- Maintains information (paper and electronic) related to the fixed assets and auction program. Coordinates the registration and title documents for Fleet, including renewals and auction items.
- Maintains and updates purchasing data and information in the financial software system; compiles information and prepares reports.
- Coordinates contracts and blanket purchase agreements with suppliers, and coordinates the approval process for purchases from designated representatives.
- Demonstrate sensitivity, tact, and empathy when dealing and negotiating with customers and vendors.
- Communicate effectively with vendors, peers, customers, and superiors so that messages are clearly understood by all entities involved.
- Explore creative and innovate ways of approaching negotiations, bid package assembling, and other assigned duties.
- Utilize current versions of computer software and hardware to create spreadsheets, databases, and other documents.
- Develop and maintain an organized filing system and order log for the department.
- Establish priorities and multi-task so that assigned duties are completed under pressures of time constraints and deadlines.
- Perform basic mathematical computations (percentages, extended costs, etc.) with accuracy and exactness.
- Performs other duties as assigned or required.

REQUISITIONS AND PURCHASE ORDERS

- Process material or service requests from warehouse and divisions
- Research vendors for correct commodity
- Negotiate pricing with vendors
- Prepare purchase order with appropriate document(s) and forward for approval process
- File purchase orders for receiving and invoicing purposes
- Verify packing slips & invoices against purchase orders; resolve any discrepancies; enter data into purchasing software and forward reconciled invoices to Accounting for payment

REQUESTS FOR QUOTES

- Receive materials or service request and create document in Excel
- Search vendor list for appropriate vendors and send quote
- Verify submitted quotes for pricing and accuracy
- Create requisition and purchase order for vendor awarded service or materials order

RECORDS MANAGEMENT

- Maintain current and organized filing system for purchase orders
- Create report on closed purchase orders for removal from files
- Adhere to Records Retention requirements for all purchasing documents including Requests for Bids and Requests for Quotes
- Maintain Record Retention log

OTHER RESPONSIBILITIES

- Assist with annual inventory count, warehouse duties, and office clerical duties as needed
- Monitor the disposal of surplus equipment and material

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers and the public in general
- Maintain strict confidentiality of business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Required Field of Study: General

Work Experience Time Frame: No Experience

Other: [Click or tap here to enter text.](#)

Certification and Licensures Requirements

- High school diploma or GED required.
- Experience in a public procurement related field, preferably at a municipality, in order to possess knowledge related to budgeting and accounting, and federal, state, and local purchasing laws is preferred.
- Bachelor's degree in Business Administration, Accounting, Supply Chain Management, or other related field is preferred

Other Minimum Qualifications

- Valid Texas Driver's License
- Certification by the National Institute of Governmental Purchasing (NIGP) is preferred.

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Telephone, Fax, Copier, Vehicle, calculator, projector, forklift, personal computer, printer

Physical Demands**Standing:** Occasionally

- Making Presentations
- Observing Work Sites
- Observing Work Duties
- Communication with Co-Workers

Fine Dexterity: Constantly

- Computer Keyboard
- Telephone Keypad
- Calculator
- Calibrating Equipment

Walking: Frequently

- To Other Departments/Office/Office Equipment
- Around Worksite

Lifting: Occasionally

- Supplies
- Equipment
- Files

Carrying: Occasionally

- Supplies
- Equipment
- Files

Sitting: Frequently

- Desk Work
- Meetings
- Driving

Reaching: Frequently

- For Supplies
- For Files

Handling: Constantly

- Paperwork
- Monies

Kneeling: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Never

Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Click or tap here to enter text.

Overall Strength Demands

- Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
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Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date