

City of Dunedin, Florida
Class Description

Position Title: **Buyer**
Purchasing Section
Finance Department

GENERAL STATEMENT OF JOB

Under general supervision, procures quality operating and capital items and services for the City of Dunedin at the best value in accordance with local, state and federal procurement guidelines. Reports to the Purchasing Agent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Reviews purchase requisitions for accuracy and completeness; enters requisitions into computer system; prepares and issues purchase orders within procurement guidelines.

Monitors orders to ensure materials and/or services are received in a timely fashion; processes receiving reports for payment.

Expedites orders and resolves vendor disputes as necessary.

Assists department personnel in providing specifications for materials/supplies needed.

Trains/assists other department personnel in the use of the City's ERP Purchasing module.

Seeks competitive pricing from vendors and obtains written quotations as necessary; determines acceptable substitute product/service when necessary.

Assists with the formal bid process as required. Analyzes and tabulates bids to determine best total value.

Assists with the receipt, storage and issuance of materials for stock inventory.

Buyer, Finance Department

Assists in supervising the use and renewal of blanket/service/lease purchase orders; monitors department compliance with blanket order/service contract conditions.

Assists with the administration of the City's Purchasing Card program.

Assists in the management and tracking of all City fixed assets.

Assumes duties of Purchasing Agent in his/her absence.

Maintains filing system of vendor, bid, RFQ, purchase orders.

Receives and responds to inquiries, complaints and requests for assistance from vendors, City employees and the general public.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs general office duties as required, including answering the telephone, typing reports and correspondence, copying and filing documents, processing mail, entering data into the computer, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate Degree in Business or a related field supplemented by two years of experience in government procurement.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Registration as a Certified Professional Public Buyer (CPPB) is preferred.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to remain onsite/ available as scheduled during times of emergency as declared by the City/County Commission or City Manager, or report for duty immediately following an emergency event.

Buyer, Finance Department

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Buyer. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of government procurement, inventory management, accounting, data processing, etc. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance and /or interpretation to others on how to apply procedures and standards to specific situations. Shares knowledge with managers, supervisors and co-workers for mutual benefit. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to established and maintain good will.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand truck, etc.

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive and advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform

Buyer, Finance Department

mathematical operations with fractions; to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Finance

8/14/25

Date