



# NORTHWEST FIRE DISTRICT

## Buyer

|                    |                                 |                       |                   |
|--------------------|---------------------------------|-----------------------|-------------------|
| <b>Reports to:</b> | <b>Finance Manager</b>          | <b>FLSA:</b>          | <b>Non-Exempt</b> |
| <b>Division:</b>   | <b>Finance Services</b>         | <b>Status:</b>        | <b>Full-Time</b>  |
| <b>Location:</b>   | <b>Administration</b>           | <b>2020 Pay Plan:</b> | <b>Gr. 85</b>     |
| <b>Reviewed:</b>   | <b>T.Walsh, Finance Manager</b> | <b>Revised:</b>       | <b>11/2022</b>    |
| <b>Supervises:</b> | <b>None</b>                     |                       |                   |

The statements below are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change and does not represent in any way a contract of employment.

### POSITION SUMMARY

The fundamental reason this position exists is to perform moderately difficult, professional-level purchasing duties involving a wide variety of materials, supplies, equipment and services for the District. The employee is responsible for interaction with internal/external customers and suppliers regarding purchasing functions of the position; the coordination of all phases of the procurement process including RFP, RFQ and RFI inquiries within the required timeline. The employee must demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service with vendors and District personnel. The employee is also required to comply with the rules, policies and procedures as set forth by the District, and perform other related duties as assigned.

### ESSENTIAL FUNCTIONS

- Process and prepare Purchase Requisitions through a computerized system and place orders with suppliers for the purchase of goods, repairs, and services:
  - Apply proper account budget codes to expenditures on purchase requests
  - Verify invoice amount to purchase request
  - Handle fiscal year set-up and closing of purchase requests
- Liaison with suppliers - Evaluate their products, establish and maintain phone, mail, or personal contact with suppliers and their representatives, and resolve issues related to delayed or misplaced merchandise
- Develop, maintain, and update lists of suppliers for type of goods purchased and to who request for bids are to be sent
- Organize, maintain, and update files of current catalogs, specifications and prices, product information and purchase order records
- Advise departments of new and/or better products, availability, and cost
- Answer questions presented by suppliers and departments concerning District purchasing policies and procurement matters
- Discuss purchase and product needs and product quality with other departments
- Assist departments in filling order specifications for accuracy and in assuring conformity to District purchasing policies

- Assist department in developing technical and specialized specifications and standards for supplies and equipment according to established District purchasing practices
- Gather information and/or assist with bid specifications and review supplier bids and contracts
- Conduct bid openings and provide information relevant to the specialty area
- Secure quotations and place orders for purchases when bids are not required
- Track status of contracts and buying agreements and coordinate renewals
- Perform routine research tasks, regularly analyze vendors, and product pricing
- Prepare a variety of office memos, correspondence and other documents as needed; review for accuracy through proofreading; distribute and file accordingly
- Create a variety of Excel spreadsheets and word processing reports and distribute as necessary
- Other duties, as assigned

### **Knowledge:**

- District purchasing system operations and functions
- Commodity markets, marketing practices, and pricing methods
- Vendor and pricing analysis
- Organizational and research methods
- Word, Excel, and Outlook email

### **Skills:**

#### Basic

- Performing purchasing and related functions
- Interviewing and negotiating with suppliers
- Operation of computer, various software applications, and standard office equipment
- Establishing and maintaining effective working relationships with suppliers, contractors, department officials and personnel

### **Abilities:**

#### Basic

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.

- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.

Specific:

- Communicate effectively, both orally and in writing, in the English language with customers, suppliers, contractors, department officials, personnel and the public in face-to-face, one-on-one settings, in group settings, or using a telephone
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Understand and follow oral and written instructions in the English language
- Comprehend and make inferences from written materials in the English language
- Establish and maintain effective working relationships by working cooperatively with others
- Maintain a positive and professional work environment
- Work safely and courteously to promote a strong team atmosphere
- Exercise sound judgment and establish priorities for own workload

## **MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

- High School Diploma or GED

## **AND**

- Basic computer skills and knowledge of Word, Excel, and Outlook email
- 72 contact hours in purchasing seminars/courses
- 3 years total purchasing experience which must include 2 years of public purchasing experience

## **PREFERRED**

- Associate degree from an accredited college or university recognized by the U.S. Department of Education
- 5 years total purchasing experience which includes 3 years of public purchasing experience
- Current Certification from the Universal Public Purchasing Council as a Certified Public Purchasing Buyer (CPPB )

Reference: <http://www.uppcc.org>

## **ADDITIONAL REQUIREMENTS** (see “Definitions” for underlined word(s))

### **Driving Position:**

This position requires possession of a valid driver’s license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver’s License and maintain an acceptable driving record, see [Obtaining a Driver's License](#).

Definitions

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1. Acceptable Driving Record: means that the driving record of the employee and/or volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division (MVD) see [Points Assessment](#)).
2. Driving Position: means a job which requires operating a vehicle on District business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual's current driver's license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: Secondary

"Driving Level" may be None, Secondary or Primary, and refers to the driving responsibility as it relates to the essential functions of the position.

**Driver's License Type:** Operator License (Class D) reference [Driver License Classes and Types](#). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver's license. You must be at least 18 years of age to apply for an operator license.

**Commercial Driver's License** (CDL Endorsements): None

**Automobile Insurance Requirement** (Refer to District Policy – Driver's License)

Employees who drive their personal vehicles for District business are required to have and maintain their current automobile insurance upon the date of hire and on an on-going basis.

**Safety Sensitive Position:** Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

**Pre-employment Drug Testing Required:** Yes (Refer to District Policy – Drug and Alcohol Use and Testing)

| Physical Activity           | Definition  | Never | Occasionally<br>(activity or conditions<br>exist 0-2.5 hrs./day) | Frequently<br>(activity or conditions<br>exist 2.5-5.5 hrs./day) | Constantly<br>(activity or conditions<br>exist 5.5+ hrs./day) |
|-----------------------------|---|-------|--|--|---|
| Repetitive Motion           | Repeating movements of arms, hands, wrists, fingers   |       |  | X  |   |
| Talk                        | Express or exchange ideas verbally  |       |  | X  |   |
| Hear                        | Perceive sound by ear   |       |  |  | X   |
| See                         | Obtain impressions through the eye  |       |  |  | X   |
| Kneel                       | Bend legs at knee, come to rest on knees  |       | X  |  |   |
| Crouch/Squat                | Bend body down and forward, bending legs and spine  |       | X  |  |   |
| Crawl                       | Move on hands, knees, and feet  | X     |  |  |   |
| Climb                       | Ascend/descend ladders, stairs, ramps   |       | X  |  |   |
| Sit                         | Sit   |       |  |  | X   |
| Stand                       | Stand   |       | X  |  |   |
| Walk                        | Move about on foot; average distance per shift 3-5 miles  | X     |  |  |   |
| Bend/Stoop                  | Bend downward and forward by bending spine at waist   |       | X  |  |   |
| Lift                        | Raise or lower object > 10 lbs. from one level to another   |       | X  |  |   |
| Lift                        | Raise or lower object > 25 lbs. from one level to another   |       | X  |  |   |
| Carry                       | Transport an object   |       | X  |  |   |
| Push                        | Press with steady force, thrust objects forward, downward, outward  | X     |  |  |   |
| Pull                        | Drag or tug objects   | X     |  |  |   |
| Turn/Twist                  | Move a body part in circular motion   | X     |  |  |   |
| Balance                     | Exceeding ordinary body equilibrium   | X     |  |  |   |
| Reach                       | Extend hands and arms in any direction  |       | X  |  |   |
| Handle                      | Seize, hold, turn with hands  |       | X  |  |   |
| Distinguish Color           | Ability to distinguish color  |       |  | X  |   |
| Fingering                   | Picking, pinching, typing, or otherwise with fingers rather than whole hand   |       |  |  | X   |
| Grasping                    | Applying pressure to an object with the fingers and palm  |       |  | X  |   |
| Feeling                     | Perceiving attributes of objects, such as size, shape, temperature, or texture  | X     |  |  |   |
| Mental / Cognitive Activity | Definition  | Never | Occasionally<br>(activity or conditions<br>exist 0-2.5 hrs./day) | Frequently<br>(activity or conditions<br>exist 2.5-5.5 hrs./day) | Constantly<br>(activity or conditions<br>exist 5.5+ hrs./day) |
| Communication               | Comprehend and use basic language, either written or spoken, to communicate information and ideas   |       |  |  | X   |
|                             | Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas   |       |  | X  |   |
| Calculation                 | Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing  |       |  | X  |   |
|                             | Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols   |       | X  |  |   |
| Problem Solving             | Formulate and apply appropriate course of action for routine or familiar situations   |       |  |  | X   |
|                             | Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations |       | X  |  |   |

| Environmental Conditions      | Definition   | Never | Occasionally<br>(activity or onditions<br>exist 0-2.5 hrs./day) | Frequently<br>(activity or onditions<br>exist 2.5-5.5 hrs./day) | Constantly<br>(activity or onditions<br>exist 5.5+ hrs./day) |
|-------------------------------|--|-------|---|---|--|
| Weather<br>And<br>Temperature | Protection from weather conditions but not necessarily from temperature changes  | X     |   |   |  |
|                               | Subject to outside environmental conditions – no effective protection from weather   | X     |   |   |  |
|                               | Activities occur inside and outside  | X     |   |   |  |
|                               | Subject to extreme cold (typically below 32°)  | X     |   |   |  |
|                               | Subject to extreme heat (typically above 100°)   | X     |   |   |  |
| Atmospheric<br>Conditions     | One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation | X     |   |   |  |
|                               | Worker is required to wear a respirator  | X     |   |   |  |
| Noise                         | Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level   | X     |   |   |  |
| Vibration                     | Exposure to oscillating movements of the extremities or whole body   | X     |   |   |  |
| Hazards                       | Proximity to moving mechanical parts, moving vehicles, electrical current  | X     |   |   |  |
|                               | Working on scaffolding and high places   | X     |   |   |  |
|                               | Exposure to chemicals  | X     |   |   |  |
|                               | Exposure to oils: air and/or skin exposure to oils and other cutting fluids  | X     |   |   |  |
|                               | Worker is required to function in narrow aisles or passage ways  | X     |   |   |  |
|                               | Worker is exposed to infectious diseases   | X     |   |   |  |
|                               | Worker is required to function around prisoners or mental patients   | X     |   |   |  |

Physical Requirements Checklist

**SEDENTARY**

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
- Sitting most of the time.

**LIGHT**

- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.

**MEDIUM**

- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**HEAVY**

- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**VERY HEAVY**

- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.