CLASS TITLE: **Buyer**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs contract administration work for the procurement of equipment, goods and services of a specialized or technical nature over $10,000 in value and generally for major contracts involving multiple City departments; and performs related duties are required.

ESSENTIAL DUTIES: Works with user departments in preparing detailed purchase specifications that are complex in nature and accurately describe commodities, equipment and services that will be used by various City departments; prepares requests for proposals (RFP) for highly visible, rush or complex purchases including scope of services for technology products and services; prepares contract documents for advertisement and solicitation of bids from businesses and vendors where goods and services will be used by multiple departments; interviews vendors to obtain information regarding their products, prices and service proposals; evaluates bids for responsiveness to legal and contract requirements; tabulates bids and makes recommendations for the selection of the lowest responsible bidder; negotiates disadvantaged/minority and women owned business enterprise (DBE/MBE/WBE) participation in contracts ensuring compliance with the City’s requirements; assembles and packages contract documents to facilitate the processing and awarding of contracts; reviews price index publications to obtain information necessary to renew contracts and negotiate new contract terms and commodity unit prices; reviews requests for contract modifications and prepares documents to implement contract revisions; provides technical assistance to contractors in resolving deficiencies affecting the administration and approval of contracts; prepares cost savings and activity reports including recommendations for contract approval.

RELATED DUTIES: Functions as a team leader providing guidance and direction to lower level contract administrators and fills in during the director’s absence; confers with departments to determine the source of defective merchandise and takes appropriate corrective action.

MINIMUM QUALIFICATIONS:

**Training and Experience.** Graduation from an accredited college or university with a Bachelor’s degree supplemented by three years of progressively responsible experience in the procurement of supplies, equipment or services, or an equivalent combination of training and experience is required.
Knowledge, Abilities and Skill. Considerable knowledge of the principles of contract administration. Considerable knowledge of the City’s procurement policies and procedures. Good knowledge of RFP preparation. Good knowledge of the standard language, terms and conditions used in procurement contracts. Good knowledge of contract specification development.

Ability to prepare contract specifications that are highly visible and complex in nature. Ability to negotiate terms and conditions of technical and specialized products and services. Ability to work with vendor’s and consultants in resolving contract deficiencies.

Considerable skill in the application of the principles of contract administration. Good analytical skills. Good skill in negotiating contracts. Good skill in developing contract specifications. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel
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