

Employer:	City of Plano
Job Title:	Buyer I
Job Type:	Employee
Job Status:	Full Time
Hours / Shifts:	
Salary Range:	\$14.378600 - \$20.707300
Job Location:	Plano, TX
Relevant Work Experience (Time):	2 - 5 yrs
Relevant Work Experience (Education/Position):	Student (Undergraduate/Graduate)
Education Level:	Associate Degree
Job Description:	<p>Solicit bids by coordinating the bid and award process with user departments, Legal, Risk Management and selected Cooperative Purchasing Groups; work with departments to determine proper procurement process, and to clarify and revise specifications, as needed, to allow for competitive bidding; maintain vendor lists and various bid and contract status reports; attend bid openings, document vendor responses and prepare and distribute bid tabulations; maintain contract and insurance files; review procurement card transaction, Departmental Purchase Orders and Contract Release Orders for adherence to policies; coordinate all contract development on supplies and services with user departments, Risk Management, and Legal; responsible for vendor interaction with user departments; Review city-wide purchases exceeding \$3,000, by assigned departments, to ensure adherence to state laws, city policies/procedures. Working knowledge of purchasing methods/procedures required; knowledgeable of large-scale purchasing policies/procedures and the competitive bid process in a governmental environment. Verbal and written communication skills required. Basic computer skill in Microsoft Office Products required. Ability to analyze detailed bidding documents. General knowledge of procurement software required.</p> <p>Two years of college level course work with emphasis in inventory management, purchasing or business plus two years experience, preferably in a governmental agency, in purchasing supplies, materials and equipment commonly used by municipal government agencies. Basic professional purchasing certification (A.P.P., CPPB, or equivalent) preferred.</p> <p>Equal Employment Opportunity</p>
Special Requirements	
Contact Person:	Diane C. Palmer, CPPO, CPPB
Contact Phone:	972-941-7100
Contact Email:	dianep@plano.gov
Employer Web Site:	https://benefits.plano.gov/psc/CAREERS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL