



Buyer

Salary: \$46,683-\$50,531

Type: Fulltime

Benefits: Full Benefits

Date Posted: 5/6/2026

About Procurement

The Department of Procurement makes all city purchases and sales, and makes or approves all City contracts. As a vital resource for the City of Salisbury's operations, we provide purchasing services that ensure integrity and fairness, with centralized responsibility for the management and oversight of purchasing solicitation, vendor selection and negotiation, contract award, purchase reporting, and disposal of surplus property for the benefit of City of Salisbury departments.

Profile

Under the direct supervision of the Director of Procurement, this position performs specialized administrative duties in support of the procurement function such as identifying sources of supply, developing and analyzing Requests for Quotes, ensuring compliance with procurement policies, and preparing procurement documents and reports.

Education

Associate's degree in business administration or related field plus 2 years of experience performing work in a public procurement agency or in a large volume purchasing environment.

Experience

2 years of experience performing work in a public procurement agency or in a large volume purchasing environment.

Requirements/Certifications

Extensive knowledge of Microsoft Office Suite

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Buyer

Grade: 6

Department: Procurement

FLSA Status: NE

Date: 04/18/2024

Position Profile: Under the direct supervision of the Director of Procurement, this position performs specialized administrative duties in support of the procurement function such as identifying sources of supply, developing and analyzing Requests for Quotes, ensuring compliance with procurement policies, and preparing procurement documents and reports.

Position Competencies

Administration/Task Completion: Organizes and efficiently handles activities and assignments. Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner.

- Advises, educates and works with using departments on purchasing policies and procedures, and recommends solicitation strategies and/or source of supply for City procurements less than \$50,000.
- Assists City departments in developing, receiving and evaluating Requests for Quotes.
- Management of the City's Purchasing Cards including P-Cards, reconciling statements, providing P-Card training to end users, ordering replacement cards and addressing issues with P-Card transactions or card related issues.
- Reviews and ensures compliance of City departmental purchase requisitions for accuracy, legality, and conformity with current policies, procedures and correct prices.
- Processes procurement requisitions, purchase order changes and purchase order liquidations; responds to questions regarding purchase orders and invoices.
- Prepares annual purchase orders needed to encumber funds for goods and services utilized by the Department of Procurement and for the operations of the Government Office Building.
- Maintains Request for Quote (RFQ) contracts and renewals including file management.
- Adds and/or updates Vendor Records.

Skills Proficiency/Technical Aptitude: Proficient in specific learned abilities that are needed to perform tasks. Skillful in use of tools, hardware, software, and equipment.

- Working knowledge of City policies and procedures.
- Working knowledge of purchasing practices and procedures.

- Strong math and clerical skills with ability to accurately prepare and maintain fiscal and statistical files and records.
- Extensive knowledge of Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or accounting packages.

Leadership/Role Model: Maximizes others' efforts through motivation, accountability, vision and strength finding. Acts a role model and peer leader among teammates and colleagues.

- Acts as a representative of the City of Salisbury to the public.

Stewardship/Resources: Responsibly manages finances, processes and resources. Safeguards equipment, supplies and materials.

- Manages several City-wide contracts including but not limited to multi-function pricing devices, cellular and landline phone services, office supplies, uniforms, Amazon Business, etc.
- Performs weekly Purchase Order maintenance to seek purchase order liquidation opportunities.
- Completes regular and ad hoc reports to assist in the compilation of Key Performance Indicators for the Department of Procurement.
- Identifies cost-saving opportunities.
- Maintains key reference lists such as "Cooperative Contracts", "Authorized Requisitioner" Sole Source justifications, City Cell Phone Stipends, and others.
- Maintains confidentiality.

Development/Professional Development: Participates in opportunities to earn or maintain professional credentials and certifications.

- Keeps informed on current procurement practices by attending workshops and educational programs or reading specialized literature.
- Will be cross-trained to provide effective office support in the absence of the Contract Specialist and Office Administrator.

Performance Competencies

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Associate's Degree in Business Administration or related field plus 2 years of experience performing work in a public procurement agency or in a large volume purchasing environment.
- Or equivalent training, education, and/or experience.

Physical Requirements

- Work requires no unusual demand for physical effort.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.