

BUYER

DEFINITION

To purchase or assist in the purchase of all supplies and equipment utilized within the District; and to maintain proper stock levels in stores warehouse.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Purchasing.

Exercises technical or functional supervision over purchasing subordinates.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Receive requisitions and examine for correctness; determine if items should be quoted or bid; prepare requisitions for processing.

Edit quotes from vendors; award and prepare quotes to become purchase orders; issue purchase orders.

Prepare, open, and award bids.

Order stock, maintain stock levels and perform inventory.

Prepare requisitions for processing; return improperly prepared documents or contact requisitioner to make correction; proof quotations for accuracy.

List and file requisitions and purchase orders; maintain vendor and catalog file.

Advise personnel on proper purchasing procedures and inventory procedures; provide input on operations and procedures.

Prepare requisitions for EPIC; prepare EPIC report.

Assign vendor numbers; maintain vendor log book.

Act as Director of Purchasing when required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Clerical and record keeping methods, including stock control and inventory procedures.

Purchasing methods and procedures.

Types and sources of supplies, materials, and equipment used in a community college district.

(Over)

Skill to:

Supervise subordinate Purchasing personnel.

Purchase a variety of materials economically and effectively.

Analyze bids and award purchase orders; prepare specifications.

Perform responsibilities with independence and a high level of judgment.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of purchasing experience equivalent to the duties assigned to a Purchasing Assistant in the District.

Training:

Equivalent to completion of an Associate degree in business, accounting, or a related field.