



BUYER, ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	56	07/01/2017	Classified	1 of 2

DEFINITION

To perform a variety of technical duties in the purchase of all materials, supplies and services within the District.

DISTINGUISHING CHARACTERISTICS

Buyer, Assistant – This is the entry-level classification in the Buyer series. Positions in this classification are focused on routine, process driven tasks and perform less complex technical duties. Positions at this level usually exercise less independent discretion and judgement than that of a Buyer.

Buyer – This is the journey-level classification in the buyer series. Employees in this position independently perform moderately difficult to complex duties in purchasing assignments for equipment, materials, supplies, and services.

Buyer, Senior – Positions in this classification are responsible for performing the most specialized and complex technical duties within the work unit. Employees in this position may advise and offer direction to other departments relative to purchasing activities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

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

- Maintains contact with vendors; keeps informed of new products, market conditions and current prices; assists in the evaluation and selection of vendors.
- Receives requisitions and examines for correctness; recommends that items be quoted or bid.
- Assists in the preparation of requisitions for processing; returns improperly prepared documents or contact requisitioner to make correction.
- Reviews submitted quotes and bids to ensure accuracy.
- Process requisitions into purchase orders in an automated system.
- Maintains liaison with receiving clerks on matters relating to substitutions, equivalents, delivery schedules and vendor problems.
- Administers the District procurement card program; reviews and process requests for new procurement cards.
- Lists and files requisitions and purchase orders; maintains vendor and catalog file.
- Assists in the assignment of vendor numbers; maintains vendor database.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Clerical and recordkeeping methods, including stock control and inventory procedures.
- Purchasing methods and procedures.
- Laws, rules, regulations, and procedures regarding purchasing of supplies and equipment.
- Types and sources of supplies, materials, and equipment.



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Skill/Ability to:

- Purchase a variety of materials economically and effectively.
- Analyze bids and assist in the awarding of purchase orders; assist in the preparation of specifications.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of purchasing experience involving inventory control, preparation of purchase orders, or processing of requisitions.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college with a major in business, accounting, or a related field, or the equivalent.

Adopted: 07/01/17