



## BUYER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	58	07/01/2017	Classified	1 of 2

### DEFINITION

To purchase, or assist in the purchase of, goods and services for the District; and to perform related clerical tasks.

### 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:

- Receives requisitions and examines for accuracy; determines if items should be quoted or bid; prepares requisitions for processing.
- Negotiates and administers contracts for goods and services.
- Edits quotes from vendors; awards and prepares quotes to become purchase orders; issues purchase orders.
- Prepares, opens and awards bids.
- Orders stock, maintains stock levels and performs inventory.
- Prepares requisitions for processing; proofs quotations for accuracy and returns improperly prepared documents or contacts the requestor to make corrections.
- Lists and files requisitions and purchases orders; maintains vendor and catalog file.
- Advises personnel on proper purchasing and inventory procedures; provides input on operations and procedures.
- Assigns vendor numbers; maintains vendor records.
- Administers Districtwide procurement card program.
- Performs related duties as assigned.



**BUYER**

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	58	07/01/2017	Classified	2 of 2

**MINIMUM QUALIFICATIONS**

Knowledge of:

- Clerical and recordkeeping methods, including stock control and inventory procedures.
- Purchasing principles, methods and procedures.
- Types and sources of supplies, materials and equipment used in a community college district.
- Basics of insurance requirements.

Skill/Ability to:

- Purchase a variety of materials economically.
- Analyze bids and award purchase orders; prepare specifications.
- Perform responsibilities independently utilizing a high level of judgment.
- Learn District policies and procedures, public contract code and the California Education Code.
- 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**

- Three (3) years of progressively responsible public purchasing experience.

**EDUCATION/LICENSE OR CERTIFICATE**

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

Adopted: 07/01/17