



**APPROVED BY: THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

BUYER I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of technical duties involved in the procurement of materials, supplies, services and equipment for District departments and operations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Buyer I

This is the entry level class in the Buyer series. This class is distinguished from the Buyer II in that incumbents are generally less familiar with the specific and relevant policies and procedures unique to the District. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

Buyer II

This is the journey level class within the Buyer series. Employees within this class are distinguished from the Buyer I by the performance of the full range of duties as assigned and are fully knowledgeable of District policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this

class are flexibly staffed and are normally filled by advancement from the “I” level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Buyer I

Receives immediate supervision from assigned supervisory or management personnel.

Buyer II

Receives general supervision from assigned supervisory or management personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Receive and review purchase requisitions for accuracy and completeness; solicit, accept, evaluate and award bids from vendors.
2. Review completed purchase orders; verify receipt and resolve discrepancies or problems regarding price, delivery and/or quality.
3. Make routine purchases as necessary; confer with District personnel regarding supply needs; consult with suppliers and other sources to fill supply needs appropriately; compile necessary quotations; assist in formulating specifications.
4. Prepare draft requests for proposals, bids and other necessary documents related to the purchase of supplies, equipment, services and materials.
5. Administer equipment maintenance, rental and lease contracts; coordinate specified contract maintenance activities; administer the registration of all District vehicles.
6. Respond to questions and inquiries from District staff and other agencies; investigate complaints and recommend corrective action as necessary.
7. Contact vendors to obtain quotes for stock and special order items; research availability, quality and price of equipment and supplies; prepare summary documentation.
8. Maintain a variety of logs and records relating to the purchase and procurement of materials, supplies and equipment.

9. Assist with stores and surplus disposal activities as required.
10. May assume the responsibilities of the Senior Buyer in his/her absence.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Buyer I

Knowledge of:

Basic principles and practices of buying.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
Principles and procedures of record keeping.

Ability to:

Learn operations, policies and procedures applicable to District buying.
Learn to apply purchasing principles and practices.
Learn to work independently in the absence of supervision.
Learn to interpret, apply and explain District buying policies.
Learn to handle complex buying functions.
Learn principles and procedures of contract administration.
Prepare and maintain a variety of operational and financial records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience

One year of purchasing, bookkeeping or clerical accounting experience is desirable.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

Buyer II

In addition to the qualifications for Buyer I:

Knowledge of:

- Principles and practices of buying.
- Principles of inventory management and control.
- Operations, policies and procedures applicable to District buying.
- Principles and procedures of contract administration.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Apply purchasing principles and practices.
- Handle more complex buying functions.
- Work independently in the absence of supervision.
- Interpret, apply and explain District buying policies.
- Experience and Training Guidelines

Experience and Training Guidelines

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

Experience

Two years of buying experience at a level equivalent to that of the Buyer I classification.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case-by-case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; extensive use of computer keyboard.