



Title: **BUYER**

Salary Code: 17
Effective Date: 11/01/16
FLSA Designation: Nonexempt

GENERAL DESCRIPTION

Under the general supervision of the Supervisor of Procurement & Fleet Services, procures materials, supplies, services, equipment and performs clerical work related to purchasing records for historical purposes. Buyer is a single position classification.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of the job duties and responsibilities for this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Reviews and evaluates Purchase Requests for quality, suitability, budget coding, and quantity of materials, supplies, and equipment.
2. Prepares and reviews Purchase Requests for clarification and adherence to District policies and procedures.
3. Places orders to purchase standard and nonstandard materials, supplies, and equipment and assists in the follow-up on contracts for materials, supplies, and equipment
4. Tracks and expedites purchase orders and ensures accurate delivery dates, and receiving of shipments.
5. Confers with District Departments and corresponds with vendors regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; makes adjustments when errors have occurred.
6. Locates sources of supply; performs price and cost analysis; evaluates quality and suitability of supplies and materials. Recommends diversified sources for purchasing materials, supplies, and equipment.
7. Evaluates problems, makes recommendations, and represents the District in a professional manner while resolving vendor related inquiries.
8. Participation in the preparation, administration, and monitoring of District budgets.
9. Provide purchasing planning and control information by collecting, reviewing, and summarizing data and trends.
10. Prepares reports, correspondence, and statistical data; maintains records and files.
11. Represents the District at various meetings and/or appointments.
12. Interviews and assist in the evaluation of vendors and acquires catalogs and other literature, as necessary, regarding quality of products, prices, and new or changing products.

Buyer
Page 2

13. Assists in the preparation materials and evaluation of informal and formal bids, as appropriate.
14. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of one (1) year of college (30 semester units), including course work in purchasing, public or business administration, or related field, **and** three (3) years of experience in a responsible position performing activities in purchasing of supplies, inventory control, and procurement work experience that included; preparing, reviewing, and/or evaluating requisitions, bids, and/or contracts, or any combination thereof; **OR**

Four (4) years experience performing administrative support; clerical, technical, paraprofessional work which involved the knowledge, interpretation, and application of policies rules, regulations, and procedures calling for interaction with vendors/contractors, the public, staff at various organizational levels, or representatives from other agencies or organizations.

Knowledge of:

- The procedures, techniques, and legal aspects of purchasing a variety of materials.
- The identification, use, and lot sizes commonly used in purchasing materials and supplies.
- Standard price and purchasing reference sources.
- Specification and contract writing.
- Accounting and statistics as applied to purchasing.
- Computer applications in the performance of duties and responsibilities

WORKING CONDITIONS

- Lifting of supplies and materials up to 50 pounds.
- Possess physical characteristics to perform the critical and important duties of the job, including sitting, kneeling, standing, and walking on uneven ground.
- Faced with interruptions.
- Exposure to computer screens.

STANDARD REQUIREMENT

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.
- Ability to type 35 WPM.