

BUYER I/II

Definition:

Under general supervision, performs a wide variety of purchasing tasks including but not limited to the purchasing of goods and services such as materials, equipment, tools, parts, supplies and services; consulting with and assisting departments concerning purchasing procedures and needs and related duties as required.

Distinguishing Characteristics:

Employee must perform the full range of responsible purchasing activities, including preparation of formal requests for proposal and bids. Employee must be able to work independently from written or oral requests and instructions. This position generally works in an office environment and is required to sit for extended periods, talk and hear. The employee is regularly required to walk; use hands to operate, finger, handle, or feel object, tools, or controls; and reach with hands and arms. Occasionally must be outside in inclement weather and traverse steep and uneven terrain. The employee must regularly lift and/or move up to 35 pounds, and must occasionally lift and/or move up to 50 pounds. Specific vision requirements of this job include close vision, and the ability to adjust focus.

Examples of Duties:

- reviews and processes requisitions for accuracy and availability of funds;
- performs all aspects of procurement process for the Agency including but not limited to gathering and comparing information regarding price, quality, availability, and related information for varied services, equipment and materials;
- determining method of procurement such as direct purchase, request for proposal, or formal bid;
- preparing purchase orders;
- process requests for proposal and conduct formal bids;
- assists in administering purchasing rules, regulations, process and procedures;
- resolve problems with defective or unacceptable goods or services;
- administers cooperative purchasing agreements with other agencies;
- interviews vendors in person or by telephone to obtain information relative to product, price, availability of product, service and delivery date;
- keeps records pertaining to items purchased, costs, delivery and prepares monthly reports;
- conducts special studies and surveys as requested;
- maintains records and purchasing reference files;
- prepares correspondence, reports and other written materials;

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- coordinates activities with other departments and with outside agencies;
- consults with departmental representatives relative to special projects, purchasing needs, procedures, complaints and special problems;
- maintains liaison with warehouse on matters relating to substitutions, equivalents, delivery schedules, and vendor problems;
- assists in the disposition of surplus property and equipment and materials;
- negotiates maintenance contracts;
- negotiates prices;
- provides training to departments on purchasing procedures;
- obtains preliminary cost estimates for budget purposes;
- prepares correspondence and reports;
- perform related duties as required.

Qualifications:

Knowledge of:

- principles, practices, and methods of purchasing in a California public Agency;
- applicable laws and regulations pertaining to bidding procedures and purchasing operations;
- price and cost analysis techniques;
- uses of electronic data processing equipment; business writing and report preparation;
- English usage, spelling grammar and punctuation;
- basic budget preparation and administration, basic mathematical principles.

Ability to:

- evaluate quality and price of products to judge suitability of goods alternatives offered;
- maintain accurate records and controls;
- interpret and explain Agency purchasing policies;
- communicate clearly and concisely, both orally and in writing;
- establish and maintain cooperative working relationships with those contacted in the course of work;
- effectively operate a personal computer using word processing, spreadsheet and data base software;
- operate a 10 key calculator, telephone, copier and fax machine.

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Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for an Associated Arts Degree in business or public administration or related field, three (3) years of experience in public agency purchasing, and two (2) years experience with a computerized accounting system; or an equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. Must possess (or obtain prior to completion of probationary period) and maintain certification as a Public Purchasing Buyer through NIGP or an equivalent certification from a recognized Purchasing Profession Certification program.