



Buyer

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
235	Exempt	3 – Technicians	AFSCME	4	06/26/96	949	1 of 1

DEFINITION: Under general supervision of the Purchasing Agent, performs purchasing activities of a Centralized Purchasing System to purchase and expedite a variety of materials, supplies, equipment and services for regular and non-routine use in the operation of the District.

REPORTS TO: The Purchasing Manager, or designee

DISTINGUISHING CHARACTERISTICS: Buyer is the entry level in the purchasing series. Incumbents perform a wide range of routine purchasing and expediting functions. This class is distinguished from the Senior Buyer class in that the latter performs complex purchasing activities in addition to providing direction and training to Buyers.

ESSENTIAL FUNCTIONS include, but are not limited to:

- Maintains purchasing specifications and informal purchasing proposals.
- Maintains contact inside and outside the organization, securing information on prices, quality, and availability from sales representatives.
- Answers questions from vendors, District employees and other agencies on the District's purchasing procedures, prices, specifications, availability, and sources of supply, joint procurement, and common problems.
- Processes special purchase requisitions.
- Ascertains whether products/services should be purchased
- Obtains price bids; utilizes databases, Thomas Registry, and other reference material to purchase goods and professional services.
- Determines product availability.
- Obtains price quotations from vendors;
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of transportation agency product/service needs, informal contracts, and District purchasing policies and procedures; basic business administration and economics as applied to the purchasing function; basic mathematics; use of a central automated purchasing computer system such as MMMIS (Maintenance Material & Management Information System); standard office practices and procedures.

Ability To: Read and interpret specifications, plans, drawings, and purchase requests; buy effectively with regard to quantity, quality and price; make accurate mathematical calculations; maintain accurate records and files; know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain pertinent District and department policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; organize and prioritize work load and manage time efficiently; write informal contracts; convey a professional demeanor towards vendors and other outside parties; and use a computerized inventory control, warehousing and purchasing system.

Education: Equivalent to an Associate's degree from an accredited college with major coursework in business administration, economics, accounting or a closely related field. (Additional years of required experience may be substituted for required education on a year-for-year basis).

Experience: Two (2) years experience in inventory control, purchasing support, or other work that will have provided the knowledge, skills and abilities outlined above.

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This **Class Specification** is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.