

CLASS SPECIFICATION
Assistant Buyer

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE

Under general direction, performs routine to moderately complex specialized and technical purchasing responsibilities for a variety of materials, supplies, services and equipment in accordance with District standards and policies and all applicable legal requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Buyer is the entry-level class in the procurement job family. An incumbent performs routine to moderately complex technical duties in purchasing a wide array of equipment, materials, supplies and services. An incumbent is expected to provide customer-responsive, cost-effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

Assistant Buyer is distinguished from Buyer in that incumbents in the latter class are responsible for performing more difficult or complex purchasing duties involving the application of a higher degree of analytical and problem-solving skill and a broader knowledge of purchasing practices and procedures and products, commodities and services used by the District, through experience gained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives, reviews and processes purchase requisitions for a broad array of materials, equipment, supplies and services; verifies compliance with pertinent laws, regulations and codes and District policies and standards; confers with management and departments to obtain all necessary information and to resolve questions regarding requirements and specifications; reviews information to ensure it is complete, accurate and order parameters are clear and understood; drafts moderately complex or technical specifications as required; negotiates, administers, amends, extends and terminates a variety of agreements; monitors vendor delivery dates, identifies past-due dates and contacts vendors to develop a course of action to expedite orders; arranges for the return of unwanted or defective supplies to vendors; researches, reviews and prepares reports on a variety of purchasing activities; maintains detailed and comprehensive purchasing records and files.
2. Represents department in interactions with customers, management, other District personnel and vendors on procurement matters; regularly confers with department heads, staff and committees regarding needs; receives, responds to, investigates and resolves customer or other procurement-related inquiries, concerns, complaints and problems, including accounts payable, invoice

discrepancies, vendor relations and level-of-service issues, or non-compliance with procurement policies, practices and procedures; interprets and explains applicable laws, regulations, codes and policies.

3. Establishes, develops and maintains positive supplier relationships; when appropriate, researches, assesses and identifies new or better sources of supply for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services; determines the best source of supply and reliability of vendors; solicits vendors and prepares and processes quotes; studies comparative costs and evaluates quality and suitability of products or services; educates vendors regarding purchasing policies and procedures; identifies problems and issues, such as poor product quality and quantity shortages, communicates with vendors and follows through to ensure problems are addressed.

OTHER DUTIES

1. Attends a variety of meeting, training sessions and conferences as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, rules and regulations related to public-sector procurement, including competitive bidding procedures.
2. Sources and types of products, commodities and services used by a community college district.
3. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
4. Operations and functions of the District's enterprise financial system applicable to purchasing and accounts payable.
5. Principles and practices of sound business communication.
6. Principles, practices and techniques of drafting and administering purchase contracts and enforcing contract provisions.
7. Methods of conducting product and vendor research.

Ability to:

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Analyze and evaluate purchase requisitions and other purchasing-related documents.
3. Efficiently conduct vendor and product research.
4. Communicate clearly and effectively, both orally and in writing.
5. Understand, interpret, explain and apply applicable laws, codes and ordinances.

6. Present technical information clearly, logically and persuasively.
7. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
8. Operate a computer and standard business software.
9. Make arithmetic calculations quickly and accurately.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with District management, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is completion of two years of college-level coursework in procurement, public administration, business administration, finance or a closely related field; and one year of progressively responsible experience purchasing items similar to those purchased by the District; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.