



## ASSISTANT BUYER

FC: UA-200  
PG: SEIU-06

PC: 712  
BU: 04 (SEIU)  
Created: September 1990  
Revised: September 1, 2004

*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 at all duties performed within the job.*

### **DEFINITION**

Under general supervision, purchases and expedites a variety of materials, supplies, equipment and other items for use in the operation of a major metropolitan transit district; prepares formal requests for proposal, analyzes bids and recommends awards; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the entry-level position in the professional purchasing series. Initially, under close supervision, incumbents perform the more routine expediting and procurement duties while learning District policies and procedures and the varied commodities and suppliers. As experience is gained, duties gradually become more diversified and are performed under more general supervision.

### **REPORTS TO:**

This position reports to the Manager of Purchasing.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Prepares a variety of formal and informal requests for proposal and specifications for materials, equipment and supplies; confers with the requesting department to ensure that correct information is processed; directs the production and distribution of requests for proposal and reviews and analyzes bids obtained.
2. Recommends contract awards and prepares information for review by management.
3. Interviews salespersons, visits manufacturers and vendors, attends demonstrations, obtains samples and literature and refers vendors to appropriate departments.
4. Obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment and places orders as appropriate.
5. Expedites purchase orders, determines the reason for delivery or other problems, and follows up as required.
6. Alerts user departments of change in contract status and initiates change orders upon

## **Assistant Buyer**

Page 2

receipt of appropriate funding documents.

7. Develops sources for the purchase of materials and supplies; maintains various files and records, including vendor performance files.
8. Inputs information into an on-line computer system; reconciles purchase orders, contracts and invoices, negotiating changes as required; compiles statistical data and prepares periodic and special reports.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic purchasing principles and practices.

Basic business administration and economics as applied to the purchasing function.

Standard office practices and procedures.

Standard price and purchasing reference sources for transit materials, supplies and equipment.

### **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.

Prepare clear and concise written reports and correspondence.

Establish and maintain effective working relationships with those contacted in the course of the work.

Operate an on-line computer system.

Translate user requirements into appropriate specifications.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in business administration, public administration, economics, accounting or a closely related field from an accredited college or university.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Must be willing to travel locally and out-of-state to visit vendors and manufacturers.

### **Substitution:**

Experience in inventory control or purchasing support may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment; exposure to computer screens.

### **Physical Conditions:**

**Assistant Buyer**

Page 3

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

G:\CompClas\WPFiles\ClasSpec\Group\_U\UA200-04 Asst Buyer