



BUYER TECHNICIAN

FC: UA213
PG: OT-SEIU
FLSA: Non-Exempt

PC: 036
BU: 02 (SEIU)
Created: October 1990
Revised: March 16, 2007

*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 all duties performed within the job.*

DEFINITION

Under general supervision purchases and expedites a variety of materials, supplies, equipment and other items in support of the functions of the Purchasing Division within the Procurement Management Department; assists with the preparation of formal requests for proposal, analyzing bids and recommendation of awards and performs related duties as assigned.

CLASS CHARACTERISTICS

This class is a bridging class between the purchasing support classes and the professional buyer series. While some of the work is clerical in nature, incumbents perform some technical expediting and procurement work to directly support the functions of the Purchasing Division within the Procurement Management Department the incumbents assist with the preparation, analyzing and recommendation of awards.

REPORTS TO

This position reports to the Manager of Purchasing.

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

1. Assists in the preparation of a variety of formal and informal requests for proposal and specifications for materials, equipment and supplies; confers with the request department to ensure that correct information is processed.
2. Assists in the production and distribution of requests for proposal.
3. Obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.
4. Places orders as appropriate; expedites purchase orders.

Buyer Technician

Page 2

5. Determines the reason for delivery or other problems, and follows up as required.
6. Alerts user departments of change in orders; maintains various files and records.
7. Reconciles purchase orders; compiles statistical data and prepares periodic and special reports.
8. Processes correspondence reports and forms from drafts, notes or brief instructions.
9. Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.
10. Inputs information into an on-line computer system; operates standard office equipment.
11. Directly supports buyers in soliciting quotes, preparing bids and creating purchase orders.
12. Interacts with user departments and suppliers to ensure quality and on-time deliveries.
13. Alerts user departments of changes in contract status.
14. Assists Buyers in developing diversified sources for the purchase of materials and supplies.

QUALIFICATIONS

Knowledge of:

Purchasing principles and practices governing public transit agencies.

Office management practices and procedures including filing and the operation of standard office equipment.

Standard purchasing references sources of transit materials, supplies and equipment.

Correct English usage, including spelling, grammar and punctuation.

Basic business data processing principles and the use of word processing equipment.

Skill in:

Making accurate arithmetical calculations.

Maintaining accurate records and files.

Preparing clear and concise written reports and correspondence.

Researching and summarizing various materials.

Problem-solving and proposing suggestions for continuous improvement.

Reading and interpreting rules, policies and procedures.

Composing routine correspondence from brief instructions.

Using initiative and sound independent judgment within established guidelines.

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

Buyer Technician

Page 3

Operating standard office equipment including a word processor and an on-line computer system.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

Four (4) years of (full-time equivalent) verifiable experience in purchasing support/expediting, inventory control, or similar work which have included the maintenance of detailed records and preparation of reports.

WORKING CONDITIONS

Environmental Conditions:

Exposure to computer screens.

Physical Conditions:

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

EEOC Code: 02

Safety Sensitive Designation: No

G:\cc\wpfiles\classpec\ Group_U\UA213-07 Buyer Technician