

**CLASS SPECIFICATION
Assistant Buyer**

GENERAL PURPOSE

Under general supervision, performs a variety of technical purchasing and administrative support duties involved in the City's centralized purchasing functions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Buyer is responsible for performing routine to moderately difficult purchasing and office support duties in support of the City's centralized purchasing functions. An incumbent receives and processes purchase requisitions and performs routine to moderately difficult purchasing assignments. An incumbent is also responsible for contacting vendors to resolve purchasing and billing problems.

Assistant Buyer is distinguished from other clerical and administrative support classes in that an incumbent in this class performs activities requiring knowledge of purchasing practices and procedures and assists in performing technical purchasing functions.

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 and procurement card orders and requisitions; reviews and ensures accuracy, proper authorization and required supporting documentation in accordance with City policies and procedures; researches and obtains quotes for a variety of various products; enters purchase order and requisition data in the City's automated purchase order system; verifies proper coding of purchase requisitions and makes adjustments as necessary; prepares, sorts, distributes and maintains files of purchase orders and related documents.
2. Contacts vendors to follow up on purchase orders; works with City staff and vendors to resolve purchasing and billing problems.
3. Assists in administering the City's Procurement Card Program; assists in reviewing and monitoring all procurement card transactions for proper vendor usage, statement and spending reconciliation, proper receipt and quotations where required, proper account number usage and signatures by cardholders and supervisors; increases employee card limits for emergency purposes.
4. Answers routine questions from City staff and vendors regarding City purchasing policies, procedures and requirements.

OTHER DUTIES

1. Assists in the review, analysis and award of contracts.

2. Assists in performing inventory control functions as assigned.
3. Provides backup to storekeeping staff as needed.
4. Manages the Office Depot desktop delivery program.
5. Maintains various lists and records.
6. Performs general administrative and office duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic practices and terminology used in public agency purchasing and purchase order processing.
2. Applicable laws and regulations regarding governmental purchasing activities.
3. Record keeping practices and procedures related to the purchasing function.
4. Sources and types of equipment and supplies used by a City government.
5. Standard office practices and procedures.
6. Correct English usage, including grammar, spelling and punctuation.

Ability to:

1. Operate a computer and other standard business equipment and software.
2. Organize, set priorities and exercise sound judgment within established guidelines.
3. Draft clear, accurate and concise records and reports.
4. Understand, interpret, explain and apply City purchasing policies and procedures.
5. Understand and follow written and oral instructions.
6. Maintain accurate and complete records and files.
7. Establish and maintain effective working relationships with City 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 graduation from high school or G.E.D. equivalent; and three years of increasingly responsible office administrative support experience, at least one year of which involved purchasing-related duties; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

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

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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. The employee must regularly lift and/or move up to 50 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, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; make mathematical calculations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; and interact with City 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.