

ASSISTANT BUYER

DEFINITION

Under general supervision, assists in performing a variety of activities related to centralized purchasing which include soliciting price quotes and preparing bids, in accordance with the City's Charter and Code requirements.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in the preparation of specifications, bid proposals, Requests for Council Action, simple contracts and purchase orders. Helps prepare and monitor the contract list. Assists Buyers and accounts payable staff in the resolution of invoice and contract discrepancies. Assists in contacting key department staff to determine purchasing needs. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs responsible support functions as a member of the city's purchasing team. This class is distinguished from the Buyer class by the Assistant Buyer's responsibility for the less complex and routine duties performed in a central purchasing department.

RECOMMENDED MINIMUM QUALIFICATIONS

Two-years experience in performing clerical, financial and purchasing duties. College level education in a related field may be used in combination with experience to meet the minimum qualifications and desired knowledge and abilities, which provide:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Basic purchasing practices and concepts; Business English; business math; evaluation of vendor capability; basic computer concepts.

Ability to: Communicate and interact with personnel at all organizational levels and function effectively in situations requiring negotiation; act as liaison to advise and/or resolve differences between agencies/ departments, purchasing and/or vendors; write clearly and concisely.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is a well-organized self-starter who works effectively as a member of a team. This individual is patient, dependable, persistent, and comfortable working in a fast-paced environment.

Class title established per Council Resolution No. 89-070,
effective 7-1-89

Approved: 9/96

Reviewed: 04/08

ADA Approved: 9/98, 04/08