



## BUYER I/II

### DEFINITION

Under immediate or general supervision, performs a variety of procurement duties, including purchasing and expediting materials, supplies, and equipment for use by County departments; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from supervisory or management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

*Buyer I:* This is the entry-level classification in the paraprofessional Buyer series. Initially under close supervision, incumbents perform the more routine purchasing, expediting, and support duties while learning County policies and procedures, procurement methods, and gaining familiarity with various commodities and suppliers. As experience is gained, duties become more diversified and are performed under more general supervision. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress or before execution and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

*Buyer II:* This is the fully qualified journey-level classification within the paraprofessional Buyer series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the paraprofessional class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

This class is distinguished from Sr. Buyer in that the latter provides technical and functional direction to and is responsible for the more complex duties.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Coordinates with vendors and uses department staff to research and evaluate information required to prepare specifications.
- Prepares requests for proposals, specifications, and formal and informal bid packages for the purchase of equipment, materials, and supplies; obtains verbal or written price quotations; analyzes bids,

recommends awards, and prepares necessary documentation; negotiates terms and administers varied service contracts.

- Performs vendor outreach and is a main point of contact with outside vendors and potential vendors. Evaluates vendor performance, when necessary meets with manufacturers and vendors, attends demonstrations, and obtains samples and literature from potential suppliers; explains purchasing policies and procedures to potential vendors; obtains comparative data regarding price, quality, quantity, and availability of materials, supplies, and equipment.
- Places orders and negotiates with vendors; expedites purchase orders, determines and follows up on exceptions, returns, exchanges or credits, and resolves order problems or supply chain issues and other problems as requested, works with departments to reconcile invoices.
- Provides assistance to the Senior Buyer in the monitoring and tracking of fixed asset purchases to ensure compliance with budgetary policies; and
- monitoring and tracking of goods and service contracts to maintain operations county-wide.
- Provides information and guidance to County departments regarding purchasing needs, specifications for services, supplies, equipment, and the computerized purchasing system.
- Maintains records and prepares reports, including vendor performance files; assists in determining re-order points and in determining practicable order quantities for materials and supplies.
- Monitors developments in the purchasing field and recommends improvements to policies and procedures.
- Performs related duties as assigned.

### **QUALIFICATIONS**

*Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.*

#### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to County operations.
- Methods and techniques utilized in cost price analysis including maintenance and support costs, life cycle costs, and methods of purchase.
- Methods and techniques utilized in quality analysis of equipment, materials, services, and supplies.
- Principles of business administration and economics as applied to the purchasing function.
- Budget and accounting procedures and practices.
- Business arithmetic.
- Principles of providing functional direction and training.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar and business and customer support etiquette.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation and reports.

#### **Ability to:**

- Research and utilize data and information to achieve cost effective results.
- Negotiate contracts, agreements, and/or pricing schedules for materials, supplies, and equipment.
- Advise and explain purchasing policies, procedures, and standards.

- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Read and interpret purchase requests, plans, drawings, and specifications.
- Prepare clear, accurate, and concise reports, specifications, correspondence, and other written material.
- Analyze recurring problems and recommend solutions to the manager.
- Assist in maintaining control of large expenditures and adherence to purchasing policies and procedures.
- Translate user requirements into appropriate specifications.
- Analyze bids, evaluate responses, and recommend award of contracts.
- Make accurate arithmetic calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Solve problems and prioritize requests in a high volume work environment.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work with all internal and external customers.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Buyer I:

Equivalent to an associate degree in business administration, public administration, economics, accounting, or a closely related field;

AND

One (1) year of experience in preparing purchase orders, requests for bids and/or proposals, and contracts.

Buyer II:

Equivalent to an associate degree in business administration, public administration, economics, accounting, or a closely related field;

AND

Two (2) years of experience in purchasing and expediting materials, supplies, and equipment at a level equivalent to the County's class of Buyer I.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.