

## BUYER II

NATURE OF WORK IN THIS CLASS:

This is complex technical purchasing work involving large scale or specialized procurement of supplies, materials, and equipment.

Employees in this class perform the full range of complex purchasing duties, including independent work in specialized areas of procurement.

Employees often serve as team or group leaders over lower level technical or clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Receives requisitions and drafts specifications; prepares invitations for competitive bids; secures written and telephone price quotations; presides at bid openings; analyzes bid tabulations and awards bids.

Negotiates contracts and price agreements; inspects merchandise quality and compliance with specifications; investigates complaints and secures adjustments.

Works with departmental representatives concerning availability of commodities which can be more economically purchased on a contract basis.

Confers with vendors or their representatives concerning availability of commodities, price changes, and cash discounts.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices, procedures, and shipping methods.

Knowledge of the types and grades of materials purchased.

Knowledge of the sources of supply and of market and price trends.

Knowledge of the standard types, forms, and legal requirements of contracts.

Knowledge of the laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment.

Ability to analyze bids and specifications and in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in the procurement of supplies, materials, and equipment and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission