

**ASSISTANT BUYER**

**DEFINITION**

To perform a variety of technical duties in the purchase of all materials, supplies and equipment utilized within the District.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Purchasing or other purchasing staff.

May exercise technical or functional supervision over purchasing subordinates.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Maintain contact with vendors; keep informed of new products, market conditions and current prices; assist in the evaluation and selection of vendors.

Receive requisitions and examine for correctness; recommend that items be quoted or bid.

Assist in the preparation of requisitions for processing; return improperly prepared documents or contact requisitioner to make correction; proof quotations for accuracy.

Process requisitions into purchase orders in an automated system.

Maintain liaison with receiving clerks on matters relating to substitutions, equivalents, delivery schedules and vendor problems.

List and file requisitions and purchase orders; maintain vendor and catalog file.

Assist in the assignment of vendor numbers; maintain vendor database.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Clerical and recordkeeping methods, including stock control and inventory procedures.

Purchasing methods and procedures.

Laws, rules, regulations, and procedures regarding purchasing of supplies and equipment.

Types and sources of supplies, materials, and equipment.

Skill to:

Purchase a variety of materials economically and effectively.

Skill to (Continued)

Analyze bids and assist in the awarding of purchase orders; assist in the preparation of specifications.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of purchasing experience equivalent to the duties assigned to a Purchasing Assistant in the District.

Training:

Equivalent to completion of an Associate degree in business, accounting, or a related field.