



## Junior Buyer

Department/Division:	Purchasing
Reports To:	Buyer
Provides Direction To:	
Exemption Status:	Non-Exempt
Date Revised:	June 19, 2007
Pre-employment Drug Test Required:	NO

### DEFINITION

Under general supervision, performs purchasing activities including negotiating of contracts for products and services in specified commodities; performs related duties as required.

### CLASS CHARACTERISTICS

This is the entry-level class requiring previous purchasing experience. Incumbents are responsible for purchasing supplies, equipment and services within specified commodities and perform the more complex aspects of negotiating contract agreements under supervision.

### ESSENTIAL FUNCTIONS

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.*

1. Solicits formal and informal bids; prepares bid specifications; coordinates bid process; prepares and advertises requests for bids.
2. Analyzes quotes and bids for suitability, cost and product availability; evaluates samples, products and services; recommends and initiates purchase of materials, supplies and services.
3. Assists City personnel in determining purchasing needs; provides information regarding purchasing procedures; corresponds with vendors regarding current pricing, and availability of materials/equipment, supplies and services.
4. Reviews and processes requisitions; prepares documentation for check requests; prepares purchase orders; monitors department expense accounts; maintains database of vendors; develops forms for purchasing needs.
5. Assists in the inventory and sale of surplus property and equipment; assists with research analysis and preparation regarding purchase procedures; participates in the development of the inventory system.

## **EMPLOYMENT STANDARDS**

### **Education and/or Experience:**

Graduation from high school or equivalent and three years of experience in purchasing that involved some experience in the development of bid specifications or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of purchasing for a government agency; recordkeeping methods related to the purchasing function; materials, equipment, supplies and services used by a municipality; general office procedures. Ability to communicate effectively orally and in writing; prepare and analyze specifications for materials, equipment, supplies and services; interpret and apply laws, ordinances, policies and procedures; prepare written reports; maintain confidential records and files; establish and maintain cooperative working relationships.

### **Special Requirements:**

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

## **PHYSICAL DEMANDS**

Sitting for long periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods.

## **WORKING CONDITIONS**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. Video terminal is used on a daily basis.