

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Assistant Buyer
Unit: Office Technical

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Job Code: J1022
Original Date: 07/1990
Last Revision: 05/2018
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 25

DEFINITION

Under the direction of the Purchasing Supervisor or assigned supervisor or manager, perform routine purchasing duties related to the acquisition of educational equipment, supplies, and services; provide assistance on more complex or costly procurement and in conducting bids and requests for proposal; analyze cost and benefit data; perform duties in accordance with District policies and procedures and other legal requirements and guidelines.

DISTINGUISHING CHARACTERISTICS

This is the first level professional buyer classification. Incumbents in this classification are primarily assigned routine purchasing duties which typically do not require more complex tasks, such as developing and writing bid specifications and authorizing price adjustments, substitutions, and change notices. Buyer is the second level classification and incumbents in the Buyer classification are assigned the more complex purchasing duties requiring a higher level of knowledge and ability in a wide variety of public purchasing principles and practices.

EXAMPLE OF DUTIES

1. Receive and review requisitions; determine appropriate vendor and method of procurement; obtain price quotations and data to complete purchase order; review completed purchase orders and submit for authorized signature.
2. Assist in writing and formatting specifications; establish bid terms and conditions, revising specifications as needed and analyzing and evaluating bids received for recommendations of awards; draft Board agenda items.
3. Recommend price adjustments or substitutions and resolve delivery problems in conjunction with the receiving office; identify delivery points and payment terms.
4. Ascertain program needs and requirements; advise site and department staff on purchasing procedures and requirements; develop or revise procedures as needed; attend meetings as necessary.
5. Maintain current active file and record of vendors; evaluate vendors on delivery response time, quality of goods and services, discount schedules, invoice procedures, and dependability. Prepare correspondence and reports; maintain records and files.
6. Review trade publications and journals; interview suppliers regarding purchases and bids; maintain current knowledge of State and federal laws and regulations pertaining to procurement in a community college setting.
7. Operate a variety of office machines and equipment, including computer hardware and software.
8. Provide information and technical assistance to staff, vendors, other agencies, and the public regarding assigned duties. Explain District rules, regulations, policies, and procedures.
9. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic arithmetic and accounting.
- Business Law and Business Math/Economics.
- District rules, regulations, policies, and procedures.
- General purchasing principles and practices
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Record-keeping techniques.
- State and federal laws and regulations pertaining to procurement in a community college setting.
- Types of supplies, materials, and equipment commonly used in a community college.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective and working relationships with others.
- Learn, interpret, and explain laws, rules, and regulations affecting college supplies and equipment.
- Maintain records and prepare reports.
- Make arithmetic calculations with speed and accuracy.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Purchase a variety of supplies, equipment, and materials in an expedient, cost-effective, and satisfactory manner.
- Understand and follow oral and written directions.

Training and Experience:

- Any combination of training and experience equivalent to: Associate's degree with major course work in business or public administration or related field and two years of experience which is directly related to the procurement of goods and supplies in an educational or other related public sector environment.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Favorable, usually involves an office.