

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV76720
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	02	Grade:	15
Workers Comp Code:	8810		

Job Code Established: 04/09/80
Job Code Revised:

Effective Date:
Effective Date:

JOB CODE SERIES: Purchasing Series

JOB CODE TITLE: BUYER I

HRIS TITLE: BUYER I

CHARACTERISTICS OF THE CLASS: Under immediate supervision, is responsible for professional purchasing work requiring a limited professional knowledge of commodities and services in buying and purchasing supplies, materials, equipment, and/or services; and performs related work as required. This is the entry level in the professional series. Duties require knowledge of a limited area of commodities, procedures are defined, activities are repetitive but require exercising some judgment, and work is closely supervised. (Duties do not include clerical level work). On-the-job or rotational training may be provided to increase the employee's knowledge of purchasing principles and practices, of techniques of volume buying, of local markets, of a broader range of products and to develop the employee's professional judgment. The Buyer II, which is the journey level in this professional series, has greater knowledge of a large variety of materials, products, and services; extensive general knowledge of sources of supply, markets, and price trends; and a greater degree of delegated authority.

EXAMPLES OF DUTIES: Receives purchase requests for a limited range of commodities and services; reviews State supply agreements and vendor lists and catalogs; verifies descriptions and specifications of purchase requests; orders items which are under State supply agreements; secures telephone price quotations; develops informal invitations for written quotations; evaluates vendor quotations to determine vendors from whom purchases will be made; negotiates purchase of low dollar value items which require quotations; coordinates the preparation of purchase orders; provides follow-up for a wide range of items; consults with vendor to ensure and expedite delivery; investigates complaints; works with more experienced buyers to receive guidance in resolving problems; maintains vendor performance information, and prepares reports; maintains State supply agreement and vendors catalogs; may assist more experienced buyers in purchasing a wider range of supplies and materials, equipment, and services requiring consideration of a greater number of variables.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the principles and practices of purchasing; a limited range of standard commodities and services, sources of supply, local markets and price trends; the laws and regulations governing State purchasing.

Skill/Ability to: apply sound critical judgment; read and interpret regulations, manuals and catalogs; make arithmetic calculations rapidly and accurately using a calculator; communicate effectively; establish and maintain effective working relationships.

SPECIAL SELECTION FACTORS:

Two years experience equivalent to the Buyer Assistant; OR a Bachelor's degree from an accredited college or university with a major in purchasing.