CLASSIFICATION SPECIFICATION

CLASSIFICATION: Buyer I/II
ALLOCATION: Administrative Services
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA **ESTABLISHED**: December 2016

JOB SUMMARY:
Performs a variety of purchasing, surplus and fleet management assignments; prepare bids and requests for proposals; prepare bid advertising; purchases materials, supplies, equipment and services on behalf of County departments; acts as first point of contact for concerns, regarding assigned solicitations; maintains purchasing and insurance tracking databases; monitors, retrieves, tracks and issues surplus property; conduct surplus property auction; maintain surplus inventory reporting; notifies departments for required vehicle services; and performs related work as required.

Positions in this class are flexibly staffed and are normally filled by advancement from the Buyer I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

Buyer I is the entry level in the buyer series. Initially under immediate supervision, incumbents learn County policies and procedures and state and federal laws, rules and regulations related to purchasing, surplus and fleet management activities. Incumbents at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. As experience is gained, assignments become more complex and are performed under more general supervision. This class is distinguished from the journey level by the performance of the more routine tasks and duties.

Buyer II is the journey level in the buyer series. Under limited supervision, incumbents are fully competent to independently perform purchasing, surplus and fleet management activities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies related to the work. This class is distinguished from the Project Manager in that the latter has management and supervisory oversight of the County's purchasing, contract, surplus and fleet management functions.

CLASS CHARACTERISTICS:
This position reports directly to Project Manager.

EXAMPLES OF DUTIES:
Essential:
Buyer I:
- Obtain and compare information regarding quotes, prices, quality and availability for materials, supplies, equipment and services.
- Purchase materials, supplies, equipment and services.
- Prepare bids and request for proposals and formal bid advertising.
- Assist in the formal bid process including RFIs, IFBs, RFQs, RFPs; solicit formal bids, requests for proposals, request for quotes and related bid documents; distribute and maintain list of bidders; attend pre-bid and other meetings as required.
- Expedite purchase orders, secure approval and distribute as appropriate; track the status of purchase orders; act as first point of contact for concerns regarding assigned solicitations.
- Maintain records and update the purchasing and insurance tracking databases; compile information and prepare reports as directed.
- Create internal systems for tracking and documenting purchasing, surplus and fleet activities.
- Complete DIR registrations.
- Process contracts and blanket purchase agreements with suppliers and coordinates approvals for purchases from authorized department representatives.
- Maintain vendor database to ensure CUPCCAA compliance.
- Attend and participate in meetings, seminars, workshops and related functions with government purchasing organizations.
- Notify department of required vehicle service intervals/service due.

Buyer II (in addition to the above):

- Initiate and expedite formal and informal solicitations.
- Administer and monitor purchase orders and contracts.
- Work independently with departments to determine annual purchasing needs and expedite purchases/contracts/solicitations.
- Assist in creating an annual purchasing plan for each department.
- Evaluate current processes and provide recommendations for the implementation of changes.
- Gather and review certified payroll and ensure compliance.
- Independently analyze and monitor contracts and recommend contractual modifications and annual adjustments as needed.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.
- May be required to drive a personal or County motor vehicle to attend meetings or various work locations.

EMPLOYMENT STANDARDS:

Knowledge of:

Buyer I:

- Appropriate English usage, spelling, grammar and punctuation.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record maintenance principles and practices.
- Business arithmetic.
- Safe work methods and safety regulations and precautions pertaining to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Buyer II (in addition to the above):

- Applicable local, state and federal statutes, rules, ordinances, codes and regulations related to government purchasing and Public Contract Code.
- Yuba County and Administrative Services policies and procedures.
- Principals of inventory control and records management.
- Financial and contract monitoring software.

Skill in:

Buyer I:

- Learning the methods of purchasing by specification and competitive bidding.
- Learning public procurement laws and regulations.
- Learning database administration.
- Organizing own work, setting priorities and meeting critical deadlines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.
- Following and effectively communicating verbal and written instructions.

Buyer II (in addition to the above):

- Database administration.
- Project management.
- Reading, understanding, interpreting and applying relevant County, State and Federal codes and regulations.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Interpreting explaining and applying complex requirements, rules and regulations.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Understand and apply the principles and practices used in the purchasing of commodities.
- Understand and apply basic accounting principles and methods as they relate to procurement.
- Plan and organize daily/weekly/monthly and long term responsibilities.
- Prepare narrative and statistical reports.
- Maintain accurate records and files.
- Develop and maintain cooperative, effective working relationships with others.
- Communicate effectively both orally and in writing to meet the needs of the audience.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sights.
- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Occasional bending, stooping, squatting, climbing, reaching above or at should level, kneeling, pushing/pulling, and twisting at waist.
- Strength and mobility to lift and/or maneuver up to 50 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed both in an office and in warehouse facility.
- May be required to work extended or irregular hours.
- May be required to attend meetings outside of normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

BUYER I:

Minimum: An Associate's Degree from an accredited college or institution with major coursework in business administration, public administration, economics or a related field. *Candidates with strong experience who lack the degree are encouraged to apply.*

Preferred: In addition to the minimum, a Bachelor's Degree from an accredited college or institution with major coursework in Business Administration, Public Administration, Economics or a related field and one year of purchasing experience with a large business or governmental agency.

BUYER II:

Minimum: An Associate's Degree from an accredited college or institution with major coursework in business administration, public administration, economics or a related field and two years of responsible purchasing experience involving assisting in the review of requisitions, preparation of specifications and bids, analysis and award of bids, and working with vendors and departments. *Candidates with strong experience who lack the degree are encouraged to apply.*

Preferred: In addition to the minimum, a Bachelor's Degree from an accredited college or institution with major coursework in Business Administration, Public Administration, Economics or a related field and additional years of responsible purchasing experience in a public agency.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Department Head
Date:

Signature: _____

EEOC: B
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____