

## BUYER I

NATURE OF WORK IN THIS CLASS:

This is routine technical purchasing work in the procurement of supplies, materials and equipment.

Employees in this class perform purchasing duties independently on an ongoing basis and participate in the full range of duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Receives and reviews requisitions and proposed specifications.

Prepares invitation for competitive bids; secures written and telephone price quotations; prepares and analyzes bid tabulation for compliance with specifications; awards bids.

Works with departmental representatives in the procurement of their supply needs.

Interviews vendors; investigates sources of supply.

Inspects merchandise for compliance with specifications.

Maintains files and records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern purchasing practices and procedures and shipping methods.

Knowledge of commonly used supplies, materials, and equipment.

Knowledge of the sources of supply and of market and price trends.

Knowledge of modern office practices and procedures.

Ability to learn, interpret, and apply laws, departmental policies and other regulations governing the procurement of supplies, materials, and equipment.

Ability to prepare and analyze bids and specifications in the making of awards.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

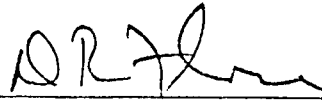
(a) One year of experience in the procurement of supplies, materials, or equipment and graduation from high school; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: JULY, 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission