

**BUYER ASSISTANT (PART-TIME)**  
**(Unclassified)**

**Job Summary:**

Under supervision, performs clerical and technical work in purchasing; and related duties as required. This is a part-time role., ~~incumbent in this position will work up to an average of 1,500 hours annually.~~

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in the performance of purchasing operations following established rules, policies, and procedures.
2. Assists in clarifying purchases with city staff and vendors.
3. Assists in reviewing and editing requisitions for supplies, equipment, and service.
4. Assists in obtaining and reviewing prices quotations by telephone, electronically and by personal contact with vendors for a variety of supplies and equipment.
5. Assists with the purchase of items based on knowledge of standard current prices, discounts, and merchandise qualities.
6. Assists with running reports related to purchasing from our financial software system (i.e. ERP).
7. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

- Graduation from high school or GED required
- Additional college level course work in accounting and/or purchasing preferred
- Two (2) years of increasingly responsible clerical and financial record keeping experience including at least one year of responsible purchasing experience preferred.

**Knowledge of:**

- Purchasing principals and practices.
- Purchasing methods, procedures and policies.

- Sources of supplies, commodity markets, marketing practices, commodity pricing methods and discounts.
- Modern office practices.
- Computers and related software (Microsoft Office which includes Word, Excel)
- Adobe Acrobat

**Skill and Ability to:**

- Interpret and apply laws, rules and regulations and policies affecting purchasing operations and workflow.
- Assist in the preparation of accurate specifications and bid packages.
- Effectively communicate in writing and orally.
- Develop and maintain cooperative relationships with those contacted during the course of work.

**License or Certificate:**

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Perform work which is primarily sedentary and is subject to inside environmental conditions.
- May be required to work at work at a computer terminal for prolonged periods.