



Alameda Contra Costa Transit District

Assistant Buyer - **DRAFT**

Exhibit- A

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. #
TBD	Non-Exempt		AFSCME	03	12/11/2019	19-038

DEFINITION: Under general supervision, learns to perform procurement activities of a centralized purchasing system to purchase and expedite a variety of materials, supplies, equipment, and services for regular and non-routine use. Initially, under close supervision, incumbents receive training and learn policies and procedures, specific systems and software, specific methods and regulations relevant to the assigned program(s). This is the entry-level within the Buyer series. As experience is gained, assignments become more varied, complex, [have](#) higher dollar [value](#), and review of the work become less frequent. This classification performs a significant portion of the work assigned to the Buyer (experienced-level), but without the level of independence or full responsibility expected of the higher-level classification. This classification is distinguished from other administrative classifications by the level of specialization and focus of the assigned duties and activities.

There are three (3) levels within the Buyer series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

Positions in the Buyer series are flexibly staffed to meet the needs of the District. Positions at the experienced-level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned (ii) after gaining requisite experience and demonstrating proficiency which meets the minimum qualifications of the next higher-level classification and (iii) learning to mitigate risks associated with procurement methods.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Learns to develop Requests for Quotations (RFQ)s and informal purchasing proposals for a variety of materials, supplies, services, and equipment in accordance with the District's standards, policies, and procedures.
- Develops a network with a wide variety of vendors; develops and maintains sources of supply and services.
- Learns to research and obtain information regarding prices, quality, specifications and availability from vendors.
- Reviews, examines, and processes requisitions, purchase orders, and other related documents, to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Places orders with vendors; ensures that goods or services delivered meet the requirements that were agreed on by contract or purchase order; reconciles invoices and resolve issues with vendors pertaining to price changes, poor quality, damaged goods, quantity discrepancies, and change orders.
- Consults with department personnel District-wide to ascertain their needs, advise on new product developments and adjust complaints on vendor compliance; consults with vendors and their representatives in order to acquaint them with methods and procedures and the rules and regulations of the purchasing department and obtain information on their products and services.
- Expedites purchase orders and assists in follow-up on contracts for materials, supplies, services, and equipment; processes purchase requisitions.
- Assists higher-level staff in procuring non-routine material, supplies, equipment, and services.
- May be assigned to a specific service, equipment or material commodity group, requiring the development of highly specialized technical knowledge, such as petroleum products or computer hardware.
- May receive mentoring or shadow work performed by more experienced buyers or contract specialists.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Basic principles and practices of transportation agency product/service needs, contract elements, and District purchasing policies and procedures; basic business administration and economics as applied to the purchasing function; basic mathematics; use of an automated purchasing computer system; standard office



Alameda Contra Costa Transit District Classification Specification

Assistant Buyer

practices and procedures; modern equipment and communication tools used for business functions and program, project, and task coordination; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

Ability to: Learn to interpret specifications, plans, drawings, and purchase requests; buy effectively with regard to quantity, quality and price; make accurate mathematical calculations; maintain accurate records and files; know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain pertinent District and department policies and procedures; communicate clearly and concisely, both orally and in writing; organize and prioritize work-load and manage time efficiently; formulate contracts; convey a professional demeanor towards vendors and other outside parties; and use a computerized inventory control, warehousing and purchasing system; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education: Equivalent to an Associate degree from an accredited ~~four-year~~ college or university with major course work in business administration, economics, accounting, or closely related field. Additional years of experience may be substituted for education on a year-for-year basis.

Experience: Two (2) years of recent, verifiable, inventory, purchasing support or specialized administrative, clerical experience in a centralized purchasing environment and/or one (1) year of experience at a level equivalent to the District's classification of Inventory Control Clerk or Parts Clerk.

License and Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to direct or conduct field studies, and attend external meetings and events.

Special Requirements: Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: ~~-(Res. No.)~~