



Alameda Contra Costa Transit District Classification Specification

Exhibit- B

Buyer - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Res. Date
TBD235	Exempt	3-Technicians	AFSCME	04	12/11/2019	19-038

DEFINITION: Under general ~~_directions~~supervision of the ~~Purchasing Agent~~, performs ~~procurement~~purchasing activities of a ~~c~~entralized ~~p~~urchasing ~~s~~ystem to purchase and expedite a variety of materials, supplies, equipment, and services for regular and non-routine use ~~in the operation of the District~~. This is the experienced-level within the Buyer series.

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 and (ii) after gaining requisite experience and demonstrating proficiency which meets the minimum qualifications of the next higher-level classification.

REPORTS TO: The Purchasing Manager, or designee

~~**DISTINGUISHING CHARACTERISTICS:** Buyer is the entry level in the purchasing series. Incumbents perform a wide range of routine purchasing and expediting functions. This class is distinguished from the Senior Buyer class in that the latter performs complex purchasing activities in addition to providing direction and training to Buyers.~~

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

~~Maintains purchasing specifications and informal purchasing proposals.~~

~~Maintains contact inside and outside the organization, securing information on prices, quality, and availability from sales representatives~~

~~Answers questions from vendors, District employees and other agencies on the District's purchasing procedures, prices, specifications, availability, and sources of supply, joint procurement, and common problems.~~

~~Processes special purchase requisitions.~~

~~Ascertains whether products/services should be purchased.~~

~~Obtains price bids; utilizes databases, Thomas Registry, and other reference material to purchase goods and professional services.~~

~~Determines product availability.~~

~~Obtains price quotations from vendors.~~

- Performs related duties as assigned. Develops 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.
- Contacts a wide variety of vendors; develops and maintains sources of supply and services.
- Researches and obtains information regarding prices, quality, and availability from vendors.



Alameda Contra Costa Transit District Classification Specification

Buyer

- [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; reconciles invoices and resolve issues with vendors pertaining to price changes, 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 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 special purchase requisitions.](#)
- [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 assist higher levels with the development of Invitation for Bids \(IFB\)s ensuring adherence to applicable legal and contractual provisions.](#)
- [Stays abreast of new trends, laws, regulations, and developments in the purchasing field and implements recommendations improving policies and procedures.](#)
- [Performs related duties as assigned.](#)

MINIMUM QUALIFICATIONS:

Knowledge of: Principles and practices of transportation agency product/service needs, informal contracts, and District purchasing policies and procedures; basic business administration and economics as applied to the purchasing function; basic mathematics; use of a central automated purchasing computer system ~~such as MMMIS (Maintenance Material & Management Information System)~~; standard office 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: Read and 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; ~~establish and maintain effective working relationships with those contacted in the course of work~~; communicate clearly and concisely, both orally and in writing; organize and prioritize work-load and manage time efficiently; write informal 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 college with major coursework in business administration, economics, accounting or a closely related field. (Additional years of ~~required~~ experience may be substituted for [the](#) required education on a year-for-year basis).



Alameda Contra Costa Transit District Classification Specification

Buyer

Experience: ~~Two (2) years experience~~ in inventory control, purchasing support expediting materials supplies and equipment, specialized administrative support or other work that will have provided the knowledge, skills, and abilities outlined above or one (1) year experience at a level equivalent to the District's classification of Assistant Buyer.

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.

~~**Special Requirement:** Must be willing to: (1) work outside regular business hours, including evenings and weekends, as required (2) travel to various locations as needed.~~

~~**Physical Requirements:** (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to safely travel various meeting sites and locations as needed (3) occasionally lift and transport objects weighing up to thirty (30) pounds.~~

Established Date: 06/26/1996 PM (Res. No. 949)