

PURCHASER I *

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderately difficult nature performed under general supervision of a higher-level administrator. These positions are comparable to Administrative Assistant positions but are distinguished by the specialization of work. Normally this class is used to distinguish a general position but may be used for a specialty buyer in accordance with specific qualifications. Work guidance (e.g. lead work) may be provided over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and revises standard lists and specifications for supplies and equipment with operating staff;

Reviews requisitions and purchase orders;

Develops and revises specifications for supplies and equipment;

Prepares for and schedules public bidding;

Analyzes bids and prepares recommendations for procurement;

Prepares and maintains procedure manuals for purchase operations and instructs personnel in their use;

Maintains files of purchasing records and data;

May oversee the inventory control procedures for centrally stored equipment and materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of purchasing and matters related to the purchasing process; working knowledge of office practices and inventory control practices; ability to understand and interpret textual materials; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Three (3) years of experience in the purchase of a variety of materials, supplies or equipment. (Experience must be in actual purchasing by formal or informal bidding in a variety of purchasing fields or in purchasing a wide variety of items in one specific field. Experience limited to requisitioning or ordering from salesmen will not be considered as qualifying. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.)

*This reflects a retitling of Purchaser.