

## **BUYER, ASSISTANT**

### **JOB PURPOSE AND SUMMARY**

This is paraprofessional purchasing work in the Purchasing Division of Administrative Services.

Employees occupying positions of this class are responsible for performing duties which involve the purchasing of services, commodities, supplies and equipment for all departments of the County. Purchasing is accomplished through a broad range of buying activities involving routine, repetitive processes. Work is characterized by the use of limited independent judgment and discretion in surveying prices, researching products and services, and in formulating, completing or revising specifications. Purchases may include some specialty purchasing of non-routine or more complex items requiring close review by a professional or administrative superior. Duties of a higher classification may be assigned during peak workload periods or for purposes of training. This class is distinguished from the Buyer classification by the more limited application of knowledge and independent judgment to the work tasks and by the amount and level of exposure to the sealed bid process.

Public relations is a major element in the performance of duties assigned to this class. Contacts are typically with vendors, purchasing agents and professional/paraprofessional buyers in other jurisdictions. A high degree of contact is also made with employees and managers of all County departments. Communications often require complete knowledge of the supervisor's activities, and the basis for, and implications of, programs and projects.

### **CLASSIFICATION DISTINCTIONS**

The incumbent reports to the Purchasing Manager. Work is performed under general supervision but may be directly supervised for special or temporary assignments. Work may be assigned on a project basis, and is reviewed for thoroughness, timeliness, accuracy and compliance to established regulations and procedures periodically and after completion. Positions of this class are non-supervisory.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Purchases highly variable quantities of products and commodities for normal and regular use by County departments; purchases routine services to provide support to various departments in conducting daily business; makes purchases in accordance with established procedures, purchasing requisitions and existing guidelines.
- Utilizes previous purchase documents to formulate or complete specifications and new bid packages. Writes some new specifications as assigned.

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- Administers assigned contracts from purchase through delivery, acceptance and payment.
- Works and makes progress toward developing a considerable knowledge of the Revised Code of Washington, the Clark County Code and departmental policy and procedures. Assists user departments and the business community in gaining shared knowledge of these documents and guidelines.
- Maintains proper records that facilitate audit.
- Under guidance of a higher authority processes emergency purchases in a timely manner and in compliance with statutes.
- May assist in various functions of the clerical and administrative procedures of sealed-bid purchasing. Assignment of responsibility increases as buyer skill level increases.
- Composes necessary correspondence to vendors, agents, business associates and user departments.
- Works with property disposal, inventory control and Central Stores, developing necessary skills and knowledge to handle all phases of these activities; organizes, prepares and maintains cost records pertaining to inventory, printing, mailing and shipping; prepares monthly and annual Central Stores financial reports; assists other staff in the preparation of the annual general County Inventory.
- Makes logistical arrangements for the annual County auction.
- Monitors parking lot usage, issuing citations and/or complimentary warnings, as required.
- Performs related duties as assigned.

### **QUALIFICATIONS**

- Two (2) years experience in a purchasing function at a level equivalent to a journey clerical classification;

**- AND -**

- One (1) year experience as a buyer in a purchasing department;

**- OR -**

- On a month-for-month basis, post-secondary education or training in marketing, business or closely allied field may substitute for up to two years of required experience.

## **SPECIAL REQUIREMENTS**

- Possession of, or ability to obtain, a motor vehicle operator's license.

**Knowledge of:** storekeeping methods, practices and record keeping systems; inventory, storage, issuance and shipping procedures; contracts, contract terms and conditions, public law and procurement procedures;

**Ability to:** present an efficient and professional manner to vendors, agents, business associates and County user departments; understand and apply related laws, codes, regulations and concepts to the work assignment; communicate clearly, related laws, codes regulations and purchasing concepts to interested parties in a tactful and courteous manner; communicate effectively both orally and in writing; apply routing arithmetic functions to the work assignment; perform moderate and occasionally heavy lifting; work independently and to accomplish projects without continuous supervision; establish and maintain positive working relationships with staff, user departments and personal contacts within the business community.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting. A major portion of the work is physically demanding, however, since up to 40% of the workload may be involved with inventory control, including warehousing functions. Incumbents are required to stoop, bend, stretch and lift during these work activities. Weights of up to 60 pounds may be encountered, requiring proper lifting techniques.

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