

**PERALTA COMMUNITY COLLEGE DISTRICT - March, 1992**

**CLASSIFIED JOB DESCRIPTION**

**ASSISTANT BUYER  
(SEIU Local 1021 Salary Range 086)  
Job Code: 527**

**CLASS PURPOSE**

Under the direction of the Director of Purchasing Services, performs journey-level purchasing through utilization of automated systems to ensure accurate, timely and cost effective support of the District in obtaining equipment, supplies, materials, and services. Performs related work as required.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- receives approved requisitions, solicits bids from vendors, and places orders
- computes extensions, discounts, handling, shipping, and sales tax to acquire total cost
- selects vendors
- updates automated vendor files and databases
- performs automated purchase order production
- submits completed purchase orders
- performs price adjustments when necessary
- updates automated and paper files
- provides a variety of information and assistance to vendors and District personnel
- assists in the maintenance of fixed assets files
- receives and reviews supply invoices and process as appropriate
- prepares, when directed, bids for items in excess of \$15,000 in accordance with Board policy
- prepares advertisement for bids
- receives, opens, and tabulates bids
- coordinates with warehouse staff

**Job Description:** Assistant Buyer

- prepares, when directed, change, dunning, and cancellation notices
- prepares letters, reports, and memoranda
- maintains records of purchases
- performs professional-level analysis and recommends cost savings measures
- provides purchasing recommendations, proposes policies, procedures to District Purchasing/AP Supervisor
- assist in maintaining purchasing library
- provide advice and assistance to the District Buyer for improving procedures and modifying existing process
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Two years of experience performing accounts payable and/or purchasing duties and any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Ability to present a professional and businesslike manner to vendors, District Staff, and College representatives

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**MENTAL REQUIREMENTS**

- Analytical in mathematical comparisons

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body

**Job Description:** Assistant Buyer

- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised:        March 1998  
                     May 2000