

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

|   |                            |
|---|----------------------------|
| <b>Position Title:</b> Assistant Buyer<br>Buyer | <b>Job Family:</b> 2<br>2  |
| <b>General Classification:</b> Front-Line       | <b>Job Grade:</b> 20<br>24 |

**Definition:** To perform a wide variety of entry- and journey-level duties in the procurement of services, supplies, materials, equipment, and software required by the City. When assigned to the City's warehouse, monitor and maintain adequate inventory levels and ensure proper distribution of supplies and equipment to City departments.

**Distinguishing Characteristics:**

Assistant Buyer: This is an entry-level class in the Buyer series. This class is distinguished from the Buyer by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Buyer level. Since this class is typically used as a training class, employees may have only limited or directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from the Supervising Buyer; may receive technical and functional supervision from a Buyer.

Buyer: This is a full journey-level class within the Buyer series. This class is distinguished from the Assistant Buyer by the assignment of the full range of duties possible. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within their work unit. This class may supervise Assistant Buyers and/or warehouse staff. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Buyer. Buyers are distinguished from the next higher class of Supervising Buyer in that the latter performs more complex and technical purchasing functions and may exercise supervision of staff in the Buyer classification in addition to other operations within the Purchasing and Support Services Division.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Process requisitions in response to requests from all City departments and consult with requesting departments in developing detailed specifications and solicitations.

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2. Determine the proper source of supply for items requested; review and analyze new items on the market and establish new sources of supply; maintain lists and information materials on such sources.
3. Verify fund availability and that appropriate accounts are used for purchase requisitions; maintain records pertaining to all requests and purchases; distribute purchase orders to appropriate vendors and confirm receipt of order; and obtain verification of goods and services received.
4. Prepare and conduct open and fair solicitations; confer with internal customers to develop solicitations; review, analyze, and perform due diligence on responses received; prepare recommendation of award, contracts, and other documents; and provide follow-up with vendors and internal customers, as needed.
5. Prepare correspondence and financial system reports related to purchasing as needed; obtain data regarding price, quality, quantity, and availability of materials, supplies, equipment, software, and services.
6. Maintain close contact and communication with all departments to ensure the most efficient fulfillment of the City's procurement needs.
7. Analyze, edit, and maintain current specifications for the purchase of a wide variety of commodities and services needed in the City; maintain blanket and open purchase orders.
8. Maintain contact with a wide variety of vendors as required by department and project procurement needs; negotiate with vendors and ensure that the City secures maximum quality of product and service from them; represent the City in this function and maintain effective liaison with outside contacts.
9. Prepare letters of recommendation on change orders, correspondence, and reports related to purchasing systems; issue change orders.
10. Perform related duties as assigned.

When assigned to the warehouse:

1. Ensure the effective operation of the warehouse, including the security, organization, decisions on type of stock, distribution, receiving, inventorying,

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maintaining stock levels, keeping warehouse and vehicles clean, and recording all transactions.

2. Procure warehouse commodity- and utility-related goods and other related items, including developing specifications, researching vendors, preparing documents, planning in advance to allow for written quotes, evaluating vendor responses to solicitations, and processing purchases in a timely manner in accordance with policy.
3. Handle centralized receiving, including tracking of delivery dates, unloading goods, using forklift and palletjack, checking for damage, assuring proper receipt of goods, and administering receipt of hazardous materials in accordance with proper procedures.
4. Develop and maintain a computerized inventory system, including organizing, entering data, calling for reports, resolving problems, and balancing to the general ledger.
5. Coordinate delivery and shipment of goods by common carrier, private carrier(s), and our own delivery system, including scheduling, packaging, calculating costs, and keeping appropriate records.
6. Supervise the position of Warehouse Worker, including schedule, timelines, deadlines, and determination of work assigned. In the absence of the Warehouse Worker, perform delivery and receipt of mail duties.
7. Provide support to the Purchasing and Support Services Manager and/or Supervising Buyer.
8. Responsible for handling, recording, and disposal of surplus material and scrap in accordance with policy.
9. Assist the City Clerk's Office with records storage management. Record entries for storage, assign tracking numbers, distribute requested records via mail run activities, maintain accurate records of box locations, and perform scheduled record destruction in accordance with policy and established procedure.
10. Perform related duties as assigned.

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**Minimum Qualifications:**

Assistant Buyer

Knowledge of: Standard principles and practices of effective procurement and/or warehousing and inventory control based upon assignment; methods and practices used in competitive bidding; techniques and methods of storeroom organization and inventory maintenance; modern office procedures, methods, and equipment; professional written and oral communication, including proper English usage, spelling, grammar, and punctuation; safe work practices; and standard business mathematics.

Ability to: Operate standard office equipment, including a 10-key calculator, computer, and related software applications; communicate clearly and concisely, both orally and in writing; follow oral and written instructions in an independent manner; establish and maintain effective working relationships with those contacted in the course of work; and learn principles and practices of public procurement. When assigned to warehouse: operate a forklift with current certification.

Buyer

In addition to the minimum qualifications for Assistant Buyer:

Knowledge of: Applicable State and local codes related to procurement practices; practices and policies of the Purchasing Section; current market conditions and sources of supplies and services; and characteristics and quantities of the services, supplies, equipment, materials, and software required by the City.

Ability to: Prepare technical specifications; interpret and apply City purchasing policies and procedures; evaluate bids and proposals; complete due diligence in order to recommend and award within the level of established authority; identify and procure appropriate types and quantities of services, supplies, equipment, materials, and software required by the City; and perform the full range of assigned buying duties under minimal supervision.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Assistant Buyer

One year of experience performing duties related to procurement, warehouse and inventory maintenance, and operations. Education equivalent to completion of the 12th grade supplemented by college-level courses in purchasing, public administration, business administration, or a related field. An associate's degree or higher from an accredited college and one year of public procurement experience are highly desirable.

Buyer

Three years of experience performing duties related to procurement, warehouse and inventory maintenance, and operations. Education equivalent to completion of the 12th grade supplemented by college-level courses in purchasing, public administration, business administration, or related field. An associate's degree from an accredited college or university may substitute for one year of the required experience. A bachelor's degree or higher from an accredited college with major coursework in public administration, business administration, or a closely related field is highly desirable. Experience in public procurement is highly desirable.

**Required Licenses or Certificates:** Possession of a valid California Class C Driver License.

Established: February 2002

Revised: October 2019

HRD/CLASS SPECS  
Assistant Buyer/Buyer