

Class Concept

Positions in this class are responsible for serving as assistants to procurement specialists. Employees are delegated purchasing authority by the procurement officer for a limited range of commodities.

Work involves the review of authorized requisitions, determination of appropriate acquisition procedures, and coordination of the execution of purchase agreements. Positions determine needs, select supplies and equipment, and negotiate terms and conditions to effect enforceable purchase orders. Positions are involved in the development of internal operating procedures and processes.

Work in this class involves considerable public contact.

This level is distinguished from the Procurement Specialist by the narrower scope of procurement responsibilities and range of commodities procured.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of procurement methods and procedures.
- Ability to acquire knowledge of various grades and qualities of materials purchased.
- Ability to apply and interpret established policies.
- Ability to maintain records and prepare reports.

Minimum Education and Experience

High School Diploma or GED and 3 years of experience as a buyer; or completion of 2 years of college coursework in business or related program and 1 year of experience as a buyer; or equivalent combination of training and experience.