



BUYER

JC: UA210
PG: SEIU-08
FLSA: Status: Non-Exempt

BU: 02 (SEIU)
Created: October 1990
Revised August 2018

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, purchases and expedites a variety of materials, supplies, equipment and other items for both regular and non-routine use in the operation of a major metropolitan transit district; prepares formal requests for proposal, analyzes bids and recommends award; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the journey level within the Buyer series fully competent to perform a wide range of purchasing and expediting activities. Employees at this level receive occasional instructions or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

REPORTS TO

This position reports to the Manager of Purchasing.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Prepares a variety of formal and informal requests for proposal and specifications for both commonly-used and non-routine materials, equipment and supplies; confers with the requesting department to ensure that correct information is processed; directs the production and distribution of requests for proposal and reviews and analyzes bids obtained.
2. Recommends contract awards and prepares information for review by the General Manager and the Board of Directors.
3. Interviews salespersons, visits manufacturers and vendors, attends demonstrations, obtains samples and literature; and refers vendors to appropriate departments.

4. Obtains comparative data regarding price, quality, quantity and availability of materials, supplies and equipment, and places orders as appropriate.
5. Coordinates the purchase of potentially hazardous materials with the Safety Department.
6. Expedites purchase orders, determines the reason for delivery or other problems, and follows up as required.
7. Alerts user departments of changes in contract status and initiates change orders upon receipt of appropriate funding documents.
8. Develops diversified sources for the purchase of materials and supplies; maintains various files and records, including vendor performance files.
9. Inputs information into an on-line computer system; reconciles purchase orders, contracts and invoices, negotiating changes as required; compiles statistical data and prepares periodic and special reports.

QUALIFICATIONS

Knowledge of:

- Business administration and economics as applied to the purchasing functions.
- Standard office practices and procedures.
- Public purchasing principles and practices, including competitive bidding procedures.
- Applicable local, state and federal laws and regulations.
- Materials management procedures and policies.
- Standard price and purchasing reference sources for transit materials, supplies and equipment.

Skill in:

- Analyzing requisitions and relating them to current and future needs.
- Reading and interpreting specifications, plans, drawings and purchase requests.
- Buying effectively with regard to quantity, quality and price.
- Making accurate mathematical calculations.
- Maintaining accurate records and files.
- Preparing clear and concise written reports and correspondence.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Operating an on-line computer system.
- Organizing work, setting priorities and making sound independent decisions.
- Translating user requirements into appropriate specifications.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, public administration, economics, accounting or a closely related field from an accredited college or university.

Experience:

Two (2) years of (full-time equivalent) verifiable professional purchasing experience. Transit system and/or public agency purchasing experience is desirable.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
Must be willing to travel locally and out-of-state to visit vendors and manufacturers.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0530 – Purchasing Agents
Safety Sensitive: No