

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>BUYER TRAINEE</b>
<b>DEPARTMENT:</b>	<b>GENERAL SERVICES</b>
<b>REPORTS TO:</b>	<b>GENERAL SERVICES DIRECTOR</b>

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<b>CLASS CODE: 0121</b>
<b>FLSA STATUS: N</b>
<b>DATE: 5/05</b>

**JOB SUMMARY:**

Under direct supervision and in a learning capacity, receives, evaluates and processes requisitions for equipment, materials, and supplies purchased for County departments and the County's central supply warehouse.

**DISTINGUISHING FEATURES:**

The Buyer Trainee is distinguished from Buyer by the performance of less autonomous duties and responsibilities by the Trainee. Initially under close supervision, incumbents perform the more routine purchasing, expediting and support duties while learning County policies and procedures and the various commodities and suppliers. As experience is gained, duties become more diversified and are performed under less direct supervision. Trainee incumbents are expected to take on duties and gradually progress to the journey level. The Buyer class is the journey level class in this series; incumbents are fully competent to perform a wide range of technical purchasing and expediting duties, under limited supervision.

**SUPERVISION EXERCISED:**

Buyer Trainee exercises no supervision, may perform as a lead worker and provide training to other staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:** *(Not all incumbents perform all the examples listed, nor do the examples cover all the duties that may be performed.)*

Duties are performed in a training capacity, gradually progressing to the independent performance of a full range of duties.

Analyze requisitions to verify completeness and accuracy and to determine the type of materials, supplies or equipment required; confers with the requesting department to ensure that information is correct, that order parameters are understood and to provide information regarding products and suppliers.

Coordinate with vendors and department staff to research and evaluate information required to prepare specifications.

Obtain verbal or written price quotations or assist in preparing formal specifications and bid packages as required; open and evaluate bids, recommend award of such bids, and prepare necessary documentation.

Prepare requests for proposals, negotiate terms and administer varied service contracts.

Interview sales persons, visit manufacturers and vendors, attend demonstrations, and obtain samples and literature from potential suppliers; explain purchasing policies and procedures to potential vendors; obtain comparative data regarding price, quality, quantity and availability of materials, supplies and equipment.

Place orders and negotiate with vendors as required if changes in purchase terms are required; expedite purchase orders, determining the reason for delivery or other problems and following up as necessary; work with departments to reconcile invoices and to solve delivery, quality and other problems that arise.

Maintain records and prepare reports, including vendor performance; assist in determining reorder points and in determining practicable order quantities for materials and supplies.

Develop long-range purchasing goals to maximize buying potential.

Conduct group and/or individual training for County employees on County purchasing policies and procedures.

Monitor inventory levels in Central Supply Warehouse and place orders accordingly. Maintain records relating to inventory control, supervise and direct annual Central Supply inventory.

Monitor developments in the purchasing field and recommend improvements to policies and procedures.

Coordinate the pickup and distribution, and eventual disposal of surplus County equipment.

Perform other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer	Forklift	Hand Truck	General Office Equipment
Vehicle			

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

**Buyer Trainee:**

High school diploma and three years of experience assisting in purchasing tasks such as preparing purchase orders, ordering materials/supplies, maintaining and distributing warehouse materials/supplies, maintaining and monitoring warehouse inventory; preparing billing information; or

Four to five years of high-level clerical or administrative support experience performing duties related to purchasing operations; or

A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid State Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles, practices, and methods of public purchasing, including competitive bid procedures.

Standard price and purchasing reference sources for materials and supplies.

Applicable federal, state and local laws and regulations.

Principles of business administration and economics as applied to the purchasing function.

Record keeping, report preparation, filing methods and records management techniques.

Principles and practices of governmental accounting as related to purchasing.

Principles and practices of inventory control.

Preparing and presenting training on policies and procedures.

Standard business arithmetic, including percentages and decimals.

Standard office practices and procedures.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Reading and interpreting purchase requests, plans, drawings and specifications.

Preparing clear, accurate, and concise reports, specifications, correspondence and other written materials.

Translating user requirements into appropriate specifications.

Buying effectively with regard to quantity, quality, and price.

Analyzing bids, evaluating responses and recommending award of contracts

Organizing work, setting priorities, meeting critical deadlines and making sound independent decisions.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Conducting training sessions to groups or individuals.

Making accurate arithmetic calculations.

Maintaining accurate records and files.

Operating a forklift to load and unload stock.

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to accurately add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

While performing the essential functions of this job the employee is frequently required to walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop or bend, and speak and hear.

While performing the essential functions of this job the employee is frequently required to lift, push, pull and/or carry in excess of 40 pounds and occasionally required to lift, push, pull and/or move in excess of 75 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is occasionally exposed to outdoor weather conditions, work near moving mechanical parts, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.