

CLASS TITLE: ASSISTANT BUYER (DOA/DIVISION OF PURCHASES)

Class Code: 02671401

Pay Grade: 22A

EO: C

CLASS DEFINITION:

GENERAL DEFINITION OF CLASS: Within the Department of Administration (DOA) Division of Purchases, to assist in the preparation and maintenance of routine procurement and contracting activities within both a paper-based and a digital eProcurement system and under the guidance and supervision of more experienced staff; and to do related work as required.

SUPERVISION RECEIVED: Works under the guidance of a Buyer of higher rank from whom general and specific assignments and instructions are received; work is reviewed for format, content, conformance to rules, regulations and policy, soundness of judgement and correct interpretation.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration (DOA) Division of Purchases, to assist in the preparation and maintenance of routine procurement, vendor registration and contracting activities within both a paper-based and a digital eProcurement system and under the guidance and supervision of more experienced staff.

To assist in developing and administering Public Invitations for Bid and other competitive solicitations in a predominantly digital environment.

To assist in the evaluation of bid responses to determine technical merit, responsiveness to specified requirements, and general capability and capacity of bidders.

To advise and instruct vendors with respect to procurement policies, registration activities and procedures.

To assist user agencies in obtaining goods and services in the most cost-effective manner possible by offering and responding to requests for technical and other assistance from user agency personnel in a professional and timely manner.

To assist vendors in selling goods and services to the State by responding to requests for technical and other assistance from vendors in a professional and timely manner.

To conduct research into market trends to assist buyers and senior staff with the development of solicitations and contract documents.

To prepare and/or type reports and correspondence.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS & CAPACITIES: A basic knowledge of the principles, practices, and procedures involved in the procurement of supplies, equipment, and services; a familiarity with the principles and methods used in the establishment of standards and standard specifications for a wide variety of materials, supplies and equipment used by the various state departments and agencies; the ability to assist in the preparation of such standards and standard specifications; knowledge of office systems and procedures; oral and written communication skills; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a high School diploma or GED; and

Experience: A minimum of four (4) years of employment in a public or private organization's business office involving the purchase and/or procurement of goods and/or services.

Or, possession of an associate degree from a college of recognized standing in business administration or a closely related field and a minimum of two (2) years of employment in a public or private organization's business office involving the purchase and/or procurement of goods and/or services.

Or, possession of a bachelor's degree from a college of recognized standing in business administration or a closely related field.

Class Created: January 5, 2020