

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
BUYER'S AIDE II - 1287

DEFINITION:

Under general supervision, to perform subprofessional purchasing of a wide variety of supplies, materials, and equipment for use by operating departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Buyer's Aide I and Buyer's Aide II are subprofessional classifications within the Buyer's series. Positions in the Buyer's series are distinguished by the complexity of the supplies, materials, and equipment purchased and the level of authority to purchase commodities or services without supervisory approval.

*** EXAMPLES OF DUTIES:**

- Reviews requisitions for clarity and completeness;
- Contacts user departments to obtain specific requirements, as necessary;
- Evaluates insurance needs, City protection clauses, varying delivery points, special storage issues, and other variables;
- Obtains bids, written quotes, and telephone quotes;
- Evaluates bids and price quotations;
- Awards contracts;
- Writes contracts including vendor performance issues/considerations;
- Conducts price/values analyses;
- Interprets specifications and regulations governing the purchasing process;
- Resolves department/vendor disputes.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing duties equivalent to the City of San Diego's classification of Buyer's Aide I; **AND** one year of full-time subprofessional purchasing experience which must include the following: 1) reviewing requisitions for clarity and completeness; 2) contacting user departments to obtain specific requirements; 3) obtaining bids and written and telephone quotes; 4) evaluating bids and price quotations; 5) awarding

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

contracts; 6) expediting orders; and 7) interpreting specifications and regulations governing the purchasing process.