

## **Job Description: ASSISTANT BUYER**

**Class No.** 605  
**Position No.** 496-210  
**Pay Group:** 22

**Department:** Purchasing Department  
**EEOC Category:** Administrative Support  
**FLSA:** Non-Exempt

### **SUMMARY OF POSITION**

Under general supervision, performs duties related to the purchasing of supplies, materials, equipment and services by assigned commodity codes. Prepares bids and quote requests, tabulates results and recommends award for contract and non-contract buying in accordance with state statutes, purchasing policy and procedures. Position is responsible for the submission of invitation to bid; review, analysis, and purchase of supplies, services and goods; review of methods of acquisition; and preparation of purchase orders and related documentation.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports directly to the Purchasing Agent. This is a non-supervisory position. This position has regular contact with the general public, other department employees, all county departments, vendors, elected and appointed officials, and external auditors.

### **EXAMPLES OF DUTIES**

- Receives, tabulates and analyzes informal proposals for award of contracts and purchase orders
- Analyzes specifications and drawings to determine the exact item or services to be purchased
- Develops sources of supplies and services, establishing and using bidder's list, trade publications, directories or other publications for securing services and improving competition
- Ensures contract compliance through meetings, telephone contacts or correspondence and ensures contractors understand purchase orders, requirements and legal limitations
- Coordinates purchasing action taken with all County agencies concerned
- Issues purchase orders, monitor delivery of purchased goods and services, and process receiving documents
- Researches incomplete purchase requests to determine supplies or services needed
- Assists with the annual inventory and auction of surplus
- Performs related duties as required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic practices of governmental accounting and of government purchasing laws, local government, and Texas statutes.
- Proficient knowledge of Microsoft Word and Excel.
- Proficient knowledge of:
  - Fundamental principles and practices of purchase orders, bidding process, pricing, quotes and contracts.
  - Basic arithmetic, algebra and statistics including add, subtract, multiply, divide, interest, decimals and percentages.
  - Accounts payable process.
  - Grammar, punctuation, and spelling.

## **CLASS NO. 605** *(Continued)*

- General office procedures.
- General ledger account numbers
- Reception, telephone etiquette and customer services.
- Following written and oral instructions.
- Operating standard office equipment.
- Providing information and assistance to office staff, visitors, and callers.
- Gathering/compiling/analyzing data and maintaining complex records.
- Establishing and maintaining effective working relationships with staff, other county departmental staff, and the public.

### **EDUCATION AND/OR EXPERIENCE**

Graduation from High School or General Education Development (GED) certificate supplemented by two years of college in Business Administration, Purchasing or related field, and four (4) years' experience in purchasing commodities and services or contract administration; or an equivalent combination of education and experience

Knowledge of purchasing practices and procedures; knowledge of basic principles of contract law

Skill in operating a personal computer; skill in communicating effectively, both verbally and in writing

Ability to maintain effective relationships with co-workers, County employees and the general public

Must have a valid Class C driver's license

Must submit a resume of previous working experience

### **OTHER REQUIREMENTS**

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

### **GUIDELINES**

The Buyer must use judgment in selecting the appropriate guidelines and procedures for application to specific cases. This position must have a strong work ethic. The Buyer must follow directions, meet deadlines, have good attendance, be punctual, follow through on tasks, demonstrate safety, be reliable, and have a proper attitude. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be an adaptable self-starter.

### **EMOTIONAL DEMANDS**

This position must handle a stress level of dealing with contacts within the general public and Guadalupe County Departments. The Buyer meets with contacts in a structured setting at Guadalupe County facilities. The contacts are generally cooperative; however this position must obtain, clarify or give facts to county employees and members of the outside public.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **CLASS NO. 605** *(Continued)*

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighting up to 25 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned.

### **COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**CLASS NO. 605** *(Continued)*

**JOB DESCRIPTION FOR POSITION:  
605 - Assistant Buyer**

**NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**Regular attendance is required in this job.**

**All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.**

**I have reviewed this job description and find it to be an accurate description of the demands of the job.**

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**Signature of Employee**

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**Date**

**This signed original will be placed in employee’s Personnel File.**