

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1738

TITLE: ASSISTANT BUYER

GRADE: S-17

DEFINITION:

Under general supervision, administers routine contracts, executes routine purchasing actions, and provides technical and administrative support for the procurement and purchasing of supplies, materials, services and/or equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Buyer is distinguished from the Buyer I in that the Assistant Buyer performs routine aspects of the purchasing process and contract administration and provides technical and administrative support, whereas the Buyer I is assigned professional buying functions such as contract and vendor analysis, price and terms negotiations and final purchase decision-making.

ILLUSTRATIVE DUTIES:

Monitors contract expiration and prepares contract amendments for routine renewal actions;
Prepares informal solicitations and invitation for bid (IFB) for less complex procurement actions;
Prepares sole source award determination and findings for routine procurement actions;
Reviews and converts various requisition to purchase orders using an automated purchasing and inventory management system;
Approves valid purchase orders for printing;
Contacts vendors to obtain price quotes and estimated delivery dates; for informal procurements under \$50,000 and eVA (Virginia state's electronic procurement system) quick quotes over \$10,000;
Calculates the most favorable bid based on the quoted price, specifications, and delivery time;
Sorts and records incoming bids, sends received bids to agencies for comment, and notifies agencies of awarded contracts;
Prepares routine correspondence for buying team;
Prepares bid tabulation, analyzes results, and makes recommendation for award;
Generates and enters addendums and amendments to bids and contracts as necessary;
Performs data entry of contracts in automated purchasing system;
Informs requisitioning departments or divisions of the availability of comparable alternate items;
Serves as a liaison between the user agency and the Department of Purchasing and Supply Management;
Investigates incorrect or late orders by telephone or letter;
Assists in the writing of specifications and invitations for sealed bids;
Prepares, assembles, and reviews contract folders for accuracy and completeness;
Scan documents into the virtual file as needed;
Prepares paperwork for emergency purchase orders;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general business office practices and organization;
Knowledge of purchasing contract practices and procedures;
Ability to learn and apply the principles of governmental purchasing;
Ability to use sound judgment in making decisions;
Ability to compare and analyze costs and specifications;
Ability to maintain effective relationships with the public and County officials;
Ability to operate a personal computer and an automated purchasing/inventory management system.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Two years of purchasing or materials management experience. OR Associate Degree in business administration or related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

REGRADED:	August 23, 2010
REVISED:	September 20, 2006
REVISED:	March 25, 1996
REVISED:	February 22, 1990