



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 363.0

Job Title: **ASSISTANT BUYER**

Pay Grade: 12

GENERAL SUMMARY:

Assists with the purchasing of materials, equipment and services for the City and/or department in accordance with City and departmental policies and procedures.

RESPONSIBILITIES:

- Performs routine research and follow-up on purchase orders and contracts; expedites delivery of purchase orders; maintains back-order files.
- Assists buyers by reviewing purchase requisitions and/or contracts for content and conformance to specifications.
- Obtains quotations of requisitioned items by contacting vendors.
- Assists buyers in bid openings; may compile and compare bids; assists in preparing and proofing bid tabulations.
- May purchase simple, standardized items.
- Assists buyers by compiling data for preparation of product specifications.
- Maintains lists of bidders. Maintains requisitions and purchase order files and logs. Generates reports as needed.
- Performs administrative support activities and other routine duties as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Business Administration, Materials Management, Purchasing or a closely related field.

EXPERIENCE:

No experience is required

Professional buying experience may substitute for the above education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Buyer
Buyer
Senior Buyer
Procurement Specialist
Senior Procurement Specialist
Purchasing Manager

Effective: October 1990

Revised: March 2015