

July 1, 1999

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PROCUREMENT SPECIALIST**

NOTE: Formerly BUYER

**DEFINITION:**

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

\* **EXAMPLES OF DUTIES:**

- Prepares and reviews requisitions, solicits quotations, compares costs, and makes or recommends purchases in an assigned group of commodities;
- Analyzes departmental needs and recommends revisions of specifications, long-term contracts, standardization of commodities, or other means to achieve greater value for money expended;
- Prepares proposed specifications for annual contracts and for purchases requiring written bids;
- Assists customer departments in preparing detailed specifications for professional services or commodities procurement;
- Meets with customer department staff to discuss commodity needs and priorities as well as purchasing policies and procedures;
- Negotiates with vendors if changes in contracts are required;
- Analyzes written bids and makes recommendations for the award of contracts;
- Interviews sales personnel and studies catalogs and other sources to secure information on market trends;
- Expedites orders to insure that delivery dates and other terms of purchases are met;
- Processes documents and correspondence;
- Keeps records and makes reports.

**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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **OR** successful completion of two years of college; **AND** two years of varied stock clerk, storekeeping, or varied purchasing clerical experience; **AND** one year of experience in purchasing a wide variety of governmental or industrial supplies for use. Additional experience may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- \* **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.