CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROCUREMENT TRAINEE

NOTE: Formerly BUYER TRAINEE

DEFINITION:

Under immediate supervision, in a training program, to perform increasingly responsible purchasing of a wide variety of supplies, materials, equipment, or services; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Reviews requisitions, solicits quotations, compares costs, and makes or recommends purchases in an assigned group of commodities;
- Analyzes departmental needs and recommends revision 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;
- Meets with customer department staff to discuss commodity needs and priorities;
- Negotiates with vendors if changes in contract are required;
- Analyzes written bids and makes recommendations for the award of contracts;
- Interviews sales personnel and studies catalogues and other sources to secure information on commodities and 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. Possession of a valid California Class C Driver's License.

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* **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.