



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: ASSISTANT BUYER**

**DEFINITION:** Under direct supervision, performs entry-level purchasing of materials, services, supplies, equipment and related work.

**EXAMPLES OF DUTIES:**

- Receives, analyzes, and investigates routine requisitions and bids for materials, services, supplies and equipment;
- Contacts vendors regarding market and manufacturing data, legal requirements, etc., and verifies prices;
- Makes routine open market purchases of standard retail items in compliance with guidelines established by the Purchasing Division;
- Using vendor catalogs, verifies requisition prices and confers with requesters regarding the acceptability of substitute items;
- Determines compliance of bid items with specifications;
- Investigates complaints regarding purchased items;
- Performs related clerical work;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Open to classified City employees who have a total of two or more years seniority in the classification of Clerk typist, Clerk Supervisor, Accounting Clerk, Accounting Technician or Storekeeper; ability to operate an alphanumeric keyboard; ability to communicate effectively both orally and in writing and who meet A, B or C below.

- A. Proof of a Purchasing Certificate from an accredited community college; or
- B. One year of purchasing related\* experience averaging a minimum of 10% of regularly assigned duties and an Associate of Arts degree in Accounting, Business or related field; or
- C. Any combination of relevant education and full-time purchasing related\* experience totaling three years.

\* Purchasing related is defined as the processing and analyzing of requisitions, contacting of vendors to verify prices, specifications, delivery terms, etc.

**HISTORY:**

New classification

Approval/Adoption Dates: 09/17/85 - Human Resources Department