



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

---

**TITLE:** BUYER I - II

**DEFINITION:** Under direction, purchases a variety of materials, services, supplies, and equipment for use by operating departments.

**REPORTS TO:** Purchasing Agent

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Performs duties of the classification.

Grade Level II - Performs duties of the classification; supervises subordinates; serves as assistant to the Purchasing Agent; and acts in that capacity during his/her absence.

**EXAMPLES OF DUTIES:**

- Receives and analyzes requisitions, solicits quotations, compares costs;
- Evaluates the quality and suitability of products and services, and makes or recommends purchases;
- Confers with vendors and requisitioning officers concerning purchases;
- Analyzes material requirements and commodity specifications;
- Prepares specifications for contracts and for purchases requiring written bids;
- Analyzes and awards bids;
- Interviews vendors and arranges for tests and demonstrations of products;
- Determines the best sources of supply and the reliability of vendors;
- Issues purchase orders;
- Prepares letters to the City Council relative to bid requirements;
- Uses computer in performing buying functions;
- Performs other duties as required.

**MINIMUM REQUIREMENTS:**

Graduation from a four-year accredited college or university with major work in business or public administration or closely related field;

and

Two years of full-time experience in purchasing a wide variety of industrial and governmental equipment, supplies and materials for use rather than for resale;

Additional experience of the specified type may be substituted on a year-for-year basis for up to two years of the required education;

Valid motor vehicle operator's license is required.

**HISTORY:**

Established - 12/14/50, revised - 04/26/65, 10/19/70, 05/10/88

Approval/Adoption Dates: 05/10/88 - Human Resources Department  
06/15/88 - Civil Service Commission