

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

BUYER ASSISTANT

POSITION CODE: 05905  
Effective: 3-16-90

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, assists Buyers in performing purchasing functions and participates in training program on centralized procurement procedures; receives training in the preparation and review of specifications for materials needed by using agencies; learns to prepare and award bids; studies the State Purchasing Act; prepares and maintains procurement records and reports as directed; assists Buyer Is in the operation of purchasing program for a limited variety of readily available simple commodities with well established specifications.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Studies basic tests on centralized procurement; studies State Purchasing Act; becomes familiar with forms used by division; develops elementary understanding of centralized procurement function.
2. Reviews purchasing requests for compliance with established procedures and for completeness of commodity description; prepares purchase specifications and bidding invitations for simple commodities; prepares tabulations of bids and maintains record of purchases.
3. Reviews purchases made by user agencies under authorizations to purchase without competitive bidding; prepares statistical reports on use of such authorizations; reports suspected misuse of authorizations and recommends new purchasing programs to improve service of centralized procurement.
4. Collects statistical data to determine if prices quoted are fair and if commodity quality meets specifications; inspects samples of simple commodities to determine compliance with specifications; becomes familiar with use of test data in specification preparation.

## BUYER ASSISTANT (Continued)

5. Under advice and direct supervision prepares correspondence to vendors and user agencies pertaining to commodity needs, requisitions, purchase orders, complaints, and specifications; reviews applications by bidders for compliance with regulations; assists in writing procedures and working on special purchasing projects as assigned; edits automated reports.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires two years experience in purchasing or in a related area.

### Knowledges, Skills and Abilities

Requires elementary knowledge of centralized procurement objectives and techniques and statistical methods.

Requires the ability to type accurately at a working rate of speed.

Requires ability to maintain satisfactory working relationships with associates, representatives of using agencies, and the representatives of commodities producers.

Requires ability to communicate clearly, both orally and in writing.

Requires ability to understand statistical information.