

BUYER

DEFINITION:

Under general direction provides assistance to the Director of Purchasing in overseeing all purchasing functions; performs complex and technical functions of the buying process to procure and purchase materials, supplies, equipment, and services; oversees and/or maintains the Fixed Assets System and Stores Inventory System, monitors purchases for suitability of purpose, safety and legal requirements; maintains supporting data and records; does related work as necessary or required.

CLASS CHARACTERISTICS:

This position is expected to be able to assist in overseeing the complete purchasing cycle of materials, supplies, equipment, and services for the District, ensuring timely delivery of goods and services to schools and departments. Incumbents are expected to be fully knowledgeable of all procedures related to public purchasing. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Purchasing, and may be designated to act in the absence of the Director of Purchasing.

EXAMPLES OF DUTIES:

Purchases materials, supplies and equipment utilizing either standard or uniquely determined specifications; *E*

Assists in the development, implementation and monitoring of District purchasing policies and procedures; *E*

Prioritizes incoming orders, determining type and urgency of action required; *E*

Prepares and maintains commodity lists of recommended materials and other records utilized in evaluating new and alternative commodity and supply sources; *E*

Contacts vendors to interview and obtain price quotations; *E*

Compares and analyzes quotations and recommends action concerning commodity sources and awarding of orders and contracts; *E*

Confers with District and vendor personnel regarding materials, supplies and equipment and/or modification of purchasing specifications; *E*

Oversees or conducts necessary follow-up to finalize all actions initiated; *E*

Oversees or investigates complaints and assists in their adjustment; *E*

Oversees or maintains a Fixed Assets System; *E*

Oversees or maintains a Stores Inventory Control System; *E*

Oversees or evaluates and selects materials to replenish or expand stores inventory, maintaining a stock level consistent with District requirements and storage facility limitations; *E*

E denotes an essential function of the job.

Locates and develops new vendor sources; *E*

Assists in coordinating and assigning the work of Department staff; *E*

Provides direction to staff in how to solve/resolve problems encountered in their assigned work; *E*

May initiate or assist in the bid process from preparation with draft materials through completion. *E*

SUPERVISION:

General direction is received from the Director of Purchasing.

Leadership and/or guidance is provided to other Purchasing Department staff. This position does not supervise other employees, except as authorized and required during absence of the Director of Purchasing.

MINIMUM QUALIFICATIONS:

Knowledge of:

Standard purchasing terminology, specifications, policies, and procedures, including the technical aspects of researching, comparing and purchasing supplies, materials and equipment;

Supplies, materials and equipment common to school districts;

Sources of supplies and marketing practices;

Modern office methods, procedures, terms, and equipment;

Standard record keeping, filing systems and report writing procedures;

Word processing, spreadsheet, data base, Internet and E-mail computer applications;

Correct English usage, spelling, grammar, punctuation;

Business office telephone techniques and etiquette;

Basic mathematics used in purchasing.

Ability to:

Perform the complex and technical functions and procedures of the buying process;

Apply the requirements of Federal and State laws including: the California Education and Public Contract Codes, District policies and the methods and procedures used in the purchasing of school district supplies and equipment;

Prepare bid specifications and review and analyze bids;

Ensure the propriety and legality of purchase transactions;

Plan, organize, prioritize, coordinate and expedite a large volume of detailed work efficiently and effectively;

Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;

Utilize sound business judgments regarding the quality and quantity of materials and supplies to be purchased;

Establish and maintain a variety of purchasing and inventory control records and files;

Operate various office equipment including a PC (personal computer) and effectively utilize word processing, spreadsheet, data base, Internet and E-mail software with speed and accuracy;

Type at a net corrected speed of 45 words per minute;

Understand and carry out oral and written instructions;

Establish and maintain cooperative, effective working relationships;

Make mathematical calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Three years of responsible, above entry level, purchasing experience. Post secondary education involving purchasing, business administration, accounting or a related field may be substituted for up to one year of the required experience. Prior experience in a California school district utilizing Bi-tech or similar business software is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Safely lift, carry, push up to 10 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment; uses a computer and telephone; works inside; may occasionally drive a vehicle; has direct contact with vendors, public and other district staff, occasionally in difficult and/or negative interpersonal situations; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License.

Classification revised 1981, 1987-88, 1991, 1994

Classification eliminated 4/97

Classification reactivation/revised 5/02

Reviewed with no revisions 11/9/05