



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

BUYER

DEFINITION:

Under the direction of the assigned Administrator or Supervisor, perform a variety of technical duties involving the coordination and purchase of District supplies and equipment; procure and purchase goods, services, materials, supplies, and equipment; obtain quotes, process bids and review purchase orders and specifications; order items in accordance with policies and procedures; and perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of technical duties involving the purchase of services, supplies, and equipment; ensure the smooth and timely delivery of goods and services to schools and departments; prepare bid documents from draft specification materials supplied by the various operating units and other sources.
- Organize coordinate the bid acceptance and opening process; compile, review, and prepare various bid documents, contracts, and board items for upcoming bids; prepare various usage reports for bids; maintain Bid/RFP records and contracts.
- Monitor and track purchase orders; maintain contact with vendors until orders are received; follow-up on items not received or damaged and with requests for replacements or credits; request return authorization; prepare and maintain standard purchasing and supply lists,
- Assist in the planning, development, coordination and implementation of a master buying calendar.
- Research and evaluate sources of supply; obtain written or verbal quotations from vendors; process and evaluate formal bid specifications and contracts as assigned; ensure compliance with applicable laws, codes, rules, and regulations related to formal and informal bidding procedures.
- Receive, review, and process purchase requisitions; ensure accuracy and completeness of order information and proper signatures; inspect orders for accuracy, completeness and cost calculations.
- Order services, supplies, and equipment in accordance with established policies and procedures; award bids or quotes and prepare purchase orders; ensure compliance with bid specifications and formal or informal quotations; contact other departments to ensure receipt of ordered goods.
- Generate purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity, and other required data and submit for approval as necessary; maintain automated records as appropriate.
- Contact vendors to negotiate price, specifications, conditions of delivery, and other related issues as necessary; maintain and update vendor catalogues and files; follow up on delayed shipments, discrepancies, and damaged deliveries.
- Communicate with vendors and personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, product descriptions, invoices, statements, deliveries, prices, and payments.

- Prepare and maintain a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices, and assigned activities.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software.
- Prepare a variety of correspondence related to the purchasing function including memoranda, correspondence, bulletins, and cancellation notices.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and techniques of purchasing goods, supplies, materials, and equipment for an educational agency.
- Sources of commodities, supplies, and marketing trends; automated financial and purchasing record and database systems.
- Organization and coordination techniques utilized in the purchasing, warehouse, and distribution functions.
- Standard purchasing terminology, specific development, and bidding procedures.

ABILITY TO:

- Interpret and apply laws, rules and regulations, and policies pertaining to school district purchasing functions.
- Perform mathematical calculations with speed and accuracy.
- Establish and maintain a variety of specialized and complex records, files and operational systems.
- Effectively operate a computer and use appropriate software applications.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree;

EXPERIENCE:

Five years of increasingly responsible experience involving the purchasing activities of a public or educational agency. Recent job-related experience within the last ten years is required.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training or coursework at the community college level in purchasing procedures, business practices, or a closely related field is desirable, but not required.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, office, or warehouse environment. Drive a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out the essential job functions.

- May exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revised Date: 2/1/2024