

BUYER

DEFINITION

Under the direction of the Purchasing Agent, procures and purchases goods, materials, supplies and equipment in assigned commodity areas; performs the complex and technical functions of the buying process; assists in the organization and coordination of the purchasing operation; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- purchases goods, materials, supplies and equipment within specific commodity areas, utilizing predetermined specifications
- prepares bid documents from draft specification materials supplied by the various operating units and other sources
- contacts vendors and invites quotations and bids
- organizes and coordinates, or assists in organizing and coordinating the bid acceptance and opening process
- reviews requisitions and obtains vendor and manufacturer representative information relative to price, product quality, service and delivery time lines
- compares and analyzes quotations and bids, and recommends product and service awards
- prepares and maintains standard purchasing and supply lists, and warehouse stock catalogs
- assists in the planning, development, coordination and implementation of a master buying calendar
- confers and counsels with District personnel and vendors concerning quality of supplies, goods, equipment and the development and modification of purchasing specifications
- participates in the organization and coordination of the management of the District inventory control systems
- assists in the preparation of product and service contracts
- negotiates with vendors and manufacturer representatives in order to obtain an advantageous supply and purchase price
- conducts the necessary follow-up activities to finalize purchase order transactions
- establishes and maintains a variety of records in order to evaluate new and alternative commodity sources of supply
- assists in the monitoring of the work performance of the purchasing operation clerical staff, and provides technical input into the performance appraisal of the purchasing clerical staff
- assists in the budget development and expenditure control process
- prepares and verifies service contracts
- verifies contractor license, insurance, performance and payment bonds, and all required bid documents to insure all information is complete and meets all legal requirements

QUALIFICATIONS

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 in oral and written form; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this 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.

EXPERIENCE AND EDUCATION

Experience: Five years of increasingly responsible experience involving the purchasing activities of a public or educational agency.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; supplemental training or coursework at the community college level in purchasing procedures, business practices, or a closely related field is desirable.

License Requirement: Verification of a valid California Motor Vehicle Operator's license.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.