

ASSISTANT BUYER

DEFINITION

Under supervision, to perform a variety of specialized clerical and record keeping functions; act as liaison between their appropriate department and Purchasing to assist in the procuring and purchasing of supplies, materials, text materials and/or equipment; assist in the organization and coordination of department purchasing operations; maintain purchasing data and records; work with school site and departmental personnel to maintain automation systems and to provide information on supplies or materials/equipment needed.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of specialized clerical tasks.
2. Purchases supplies, materials, textbooks, equipment, and other materials related to the department.
3. Provides backup to department secretary as needed.
4. Contacts vendors for price and availability of materials, prepares purchase requisitions, checks invoices for accuracy, follows up with District for receiving materials and payment of purchase orders, and arranges for exchange or replacement of damaged or defective goods.
5. Maintains budget status.
6. Maintains service contracts, equipment leases, supply inventory, and departmental records.
7. Initiates and receives telephone calls regarding departmental procedures and functions, schedules appointments, calculates fees, and maintains financial records.
8. Utilizes a computer to enter data, extract reports, prepare correspondence, forms, and requisitions; develop and maintain various inventory supplies.
9. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, practices and standard office equipment, including personal computers, automated and manual record keeping, storage and retrieval systems; library automation systems (IMC only), word processing, multimedia technology, storeroom procedures for receiving, processing, and distributing materials; telephone techniques; correct English usage, spelling, grammar and punctuation; and District policies and procedures.

Ability to:

Perform clerical and technical work requiring speed and accuracy; operate computer equipment and various software systems; make mathematical calculations; good written and oral communications; type or enter data at a speed necessary for successful job performance; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, preferably supplemented by purchasing coursework. Library and media coursework preferred (IMC only); and two years of increasingly responsible clerical experience, including the use of computers; experience in purchasing activities and record keeping; computer databases, word processing and spreadsheet software. Electronic library work, automated cataloguing system, and library and media experience (IMC only).

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.