

**BUYER/PLANNER**

**DEFINITION**

Under general supervision, purchases supplies, materials, equipment and services for the District; plan and maintain inventory; accomplish planning between various trades; perform the technical functions of the buying process; maintain purchasing data and records.

**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. Reviews work requests to determine supplies needed.
2. Researches sources and suppliers.
3. Obtains quotations and delivery timelines.
4. Compares quotations and product specifications and recommends vendors.
5. Purchases supplies, materials, equipment, and services.
6. Maintains inventory control levels.
7. Assists in the organization and preparation of bid specifications and attends bid openings.
8. Ensures bids meet established criteria and regulations.
9. Establishes and ensures legality of contracts for the repair and maintenance of equipment.
10. Reviews diagrams and blueprints.
11. Assists with specifications for materials and equipment.
12. Estimates materials and equipment for maintenance or construction projects.
13. Arranges outside contracting when necessary.
14. Monitors budget expenditures and assigns account codes.
15. Follows up on late or non-delivery.
16. Arranges the return or exchange of damaged or defective goods.
17. Provides information on product source and availability.
18. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, methods, practices and legal requirements of public sector purchasing; trades, supplies and product information used in maintenance and construction; inventory control methods; equipment standardization; modern office practices, procedures and equipment; automated purchasing record and database systems; organization and coordination techniques utilized in purchasing; English usage, spelling, grammar, and punctuation.

**Ability to:**

Review work requests and effectively purchase a variety of supplies, equipment and services; estimate materials needed; establish and maintain accurate files and records; operate office equipment such as computers, calculators and typewriter; make arithmetical calculations with speed and accuracy; coordinate multiple tasks simultaneously; communicate effectively both orally and in writing; 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 coursework in purchasing, business administration or a related field; and four years responsible experience in cost estimating and purchasing.

**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.

10/98

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