

**BUYER**

**DEFINITION**

Under general supervision, to purchase goods, supplies, materials, equipment, and services; to perform the technical functions of the buying process; to assist in the organization and coordination of the purchasing operations and activities; to 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. Purchases goods, supplies, materials, equipment, and services.
2. Reviews and makes necessary changes to purchase requisitions including better qualified suppliers.
3. Prepares requests for price quotations.
4. Contacts vendors and obtains quotations, evaluates product quality and delivery timelines, documents customer service issues.
5. Assists requisitioners to determine product need and clarify specifications, and provides cost estimates.
6. Assists in the organization and preparation of complex bid and/or contract specifications.
7. Ensures bids meet established criteria and regulations, and attends bid openings.
8. Reviews and lists bid prices for preparation of draft agenda items.
9. Arranges repair and maintenance of equipment.
10. Maintains current vendor and supply listing.
11. Monitors and analyzes vendor performance, including interviewing and selection of vendors.
12. Provides leadership and guidance to staff within their assigned area.
13. Purchases warehouse stock and assists in the management of warehouse inventory.
14. Expedites and follows up on late or non-delivered items.
15. Arranges the return or exchange of damaged or defective goods.
16. Provides information on product source and availability.
17. Resolves incorrect shipments for warehouse receiving personnel.
18. Keeps detailed records of partial shipments received against purchase orders.
19. Performs data entry of purchase requisitions and purchase orders on a daily basis.
20. Verifies account codes for items being purchased.
21. Assists Accounting in resolving problems with invoices.
22. Provides information pertaining to purchasing procedures, operational guidelines, District policies and regulations to District staff.
23. Assists and counsels school administrators in planning purchases, delivery, and storage for opening new schools.
24. Analyzes and develops data using computerized database systems.
25. Administers Cal-Card program by tracking program usage and providing documentation to the State of California when necessary.
26. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, methods, practices, and legal requirements of public and/or school District purchasing; sources of supplies and product information; technology based business communications; multiple software applications for preparing documents including text and database information; current market trends for assigned commodities, product information and sources of supply; organizes and coordinates purchasing activities and processes. English usage, spelling, grammar, and punctuation.

**Ability to:**

Review purchase requisitions and effectively purchase a variety of supplies, equipment, and services; establish and maintain accurate files and records; operate office equipment such as computers, calculators and typewriter; use Word, Excel, Access, E-mail and HP3000 QSS database; stay current with changes in software versions for word processing and database programs; make mathematical calculations with speed and accuracy; communicate effectively both orally and in writing; prioritize work; establish and maintain cooperative relationships with those contacted in the course of work; 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 three years of responsible experience in purchasing activities, preferably including experience in public sector or school District 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.