

BUYER

DEFINITION

Under direction of Purchasing Supervisor, to purchase supplies, materials and equipment in assigned categories for schools and the District Office; to maintain support data and records; and to perform related duties as required.

EXAMPLES OF DUTIES

Receive and review incoming requisitions for accuracy, completeness, clarity and compliance with standard purchasing policies and procedure; locate and interview potential vendors, keeping informed of current product and market conditions, determine purchasing methods to be used after considering policies; secure quotations, and verify prices and delivery dates and follow up on late orders or defective deliveries; prepare and process requisitions, issuing purchase order numbers and vendor codes; assist in maintaining warehouse stock, adding new items, deleting obsolete items, changing order points, and unit or stock descriptions; provide advice and assist the schools in making materials and equipment selections; maintain vendor files and purchase order logs; provide pricing, delivery and other information necessary to place order or other records on the computer utilizing the automated purchasing programs; reconcile credit card purchases; implement and monitor maintenance and service agreements in assigned categories for supplies and equipment; prepare state PWC 100 forms; assist in disposal of District surplus furniture and equipment and other obsolete inventory; ensure that State law and District policies for informal solicitation of prices from vendors are followed; verbally solicit prices, or prepare requests for quotations or negotiate with manufacturers and suppliers; analyze prices and quotations and recommend award of purchase orders; assist in administering purchase orders to ensure vendor compliance; independently take appropriate action to resolve problems; and may assist at bid openings.

QUALIFICATIONS

Knowledge of

Basic legal requirements, principles, methods and practices of public school purchasing; supplies, materials, methods and equipment and services common to school district use; sources of supplies and marketing practices and purchasing information; standard purchasing terminology; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Purchase a variety of supplies and equipment using oral and written requests for quotations; interpret laws, rules and regulations affecting school district purchasing; read and understand a variety of technical and general materials; resolve routine purchasing problems; maintain up-to-date knowledge of laws governing school district purchasing; prepare accurate and complete records, specifications and reports; learn automated inventory and warehouse purchasing systems; understand and carry out oral and written instructions; establish and

maintain cooperative working relationships; operate standard office equipment; type at a net corrected speed of 40 words per minute.

Experience

Two years of experience in purchasing which has provided the applicant with the knowledge and abilities listed above. One year of public purchasing is highly desirable.

Education

Equivalent to the completion of the twelfth grade, supplemented by courses in purchasing or a related field.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: March 11, 1981

Revised: June 7, 1990

Revised: February 10, 1998 effective March 1, 1998

Revised: December 10, 2002 effective January 1, 2003

Revised: April 11, 2018, Board Approved: October 11, 2018