

LEAD SENIOR BUYER**DEFINITION:**

Under direction of the Director of Business Services, perform lead responsibilities in the overall purchasing and contracts operation; act as a liaison for the fixed assets program; trainer for department and school sites for computer on-line requisition process; liaison with Accounting and Warehouse to maintain support data and records and perform related duties as required.

- Provide assistance with the daily operation of the purchasing department
- Reconciliation of purchase orders and store orders
- Review requisitions for accuracy and compliance with standard purchasing policies and procedures
- Administer purchase orders and contracts to ensure vendor compliance with contractual and statutory requirements
- Maintain vendor codes, files, and lists
- Assist in District-wide purchasing programs - credit cards, travel, mobile devices
- Schedule inventories of equipment and fixed assets and maintain inventory records
- Assist in distribution or disposal of District surplus obsolete inventory
- Assist in training department and sites in on-line requisition processing
- Act as a liaison between the Purchasing Department and other operating departments within the District, school personnel and outside agencies
- Utilize current market knowledge to assist the sites in making product selections
- Assist in formulating written procedures as necessary
- Arrange for on-site demonstrations and assist with training of staff
- Assist in the implementation and maintenance of online requisitioning system
- Ensure that State law and District policies for bid solicitation are followed
- Prepare invitations for bids/requests for proposals, analyze and evaluate bids/proposals received and recommend award of formal contracts
- Implement and monitor maintenance and service agreements
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Public contract, government, civil, labor, education and uniform commercial codes, state accounting codes as pertained to fixed assets, Board of Education policies, and general principles, procedures and legal requirements of stores management and school district purchasing. Software system for on-line requisition; techniques to prepare bids and contracts and to purchase supplies, materials and equipment commonly used in a school district; principles of contract administration; commodity pricing methods and discounts; fixed assets and inventory identification and control; records storage and retention programs and practices; inventory identification and control.

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Ability to:

Independently plan, organize and direct complex purchasing, bids, contracts and warehousing functions. Communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses. Analyze complex paperwork and make recommendations and share conclusions. Use sound judgment in interpreting and applying policies and procedures. Collect and analyze data; train personnel.

Experience:

Preferably four years of increasingly responsible purchasing experience with school district purchasing that has provided the applicant with the knowledge and abilities listed above.

Education:

Equivalent to the completion of twelfth grade, supplemented by courses in purchasing, business administration.

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 California Driver's License, if required.

Board Approved: July 12, 2011