

SENIOR BUYER**DEFINITION**

Under general direction, 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

Provide lead assistance to other purchasing staff; receive and review incoming requisitions for accuracy, completeness, clarity and compliance with standard purchasing policies and procedure; locate and interview potential vendors and bidders, keeping informed of current product and market conditions by interviewing sales representatives, and attending trade shows and conferences; secure quotations, and verify prices and delivery dates and follow up on late orders or defective deliveries; issue purchase order numbers and vendor codes; maintain warehouse stock, adding new items, deleting obsolete items, changing order points, and unit or stock descriptions; utilize current market knowledge to provide advice and assist the schools in making materials and equipment selections; maintain vendor files; implement and monitor maintenance and service agreements in assigned categories for supplies and equipment; assist in disposal of District surplus furniture and equipment and other obsolete inventory; assist in implementing District-wide programs such as credit cards, travel, cellular phones, and cost accounting standards; assist in formulating written procedures as necessary; ensure that State law and District policies for requiring formal solicitation of bids from contractors are followed for appropriate dollar amounts; prepare invitations for bids/requests for proposals; analyze and evaluate bids/proposals received and recommend award of formal contracts; verbally solicit prices or prepare requests for quotations; analyze and evaluate prices/quotations received and recommend award of purchase orders; negotiate with manufacturers and suppliers as appropriate; administer purchase orders and contracts to ensure vendor compliance with contractual and statutory requirements; independently take appropriate action to resolve problems; arrange for on-site demonstrations of equipment and supplies and assist, inform and train staff as necessary; conduct bid openings in the absence of the Purchasing Manager; assist Purchasing Manager at bid openings as necessary.

QUALIFICATIONS**Knowledge of**

State and local statutes, principals and methods of formal bid solicitation; principles and practices of public school purchasing; supplies, materials, equipment and services common to school district use; sources of supplies and marketing practices and purchasing information; standard purchasing terminology; bidding requirements and procedures; correct English, grammar, spelling and punctuation; modern office methods, procedures, practices and office automation.

Ability to

Purchase a variety of supplies and equipment using bids and requests for proposals; interpret State and local statutes, rules and regulations affecting school district purchasing; read and understand a variety of technical and general materials; resolve difficult and 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

Four years of experience in purchasing which has provided the applicant with the knowledge and abilities listed above. One year of purchasing in the Public Sector 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

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