

WISEBURN SCHOOL DISTRICT

BUYER Confidential Position

DEFINITION

Under general and administrative direction, to plan, organize and direct the centralized purchasing, receiving, storage, and distribution of materials for the District; to maintain contracts, to serve as back up support for payroll desk, and to perform related duties as required.

EXAMPLES OF DUTIES

- Plans, organizes, prepares specifications, and reviews the work involved in soliciting competitive bids; accepts and opens bids and recommends awarding of contracts to Superintendent. **E**
- Interviews sales representatives regarding bids and purchases; receives quotations, and recommends vendors. **E**
- Prepares purchase orders and contracts for approval. **E**
- Places and expedites orders; fills requisitions; checks, posts and files purchase orders, bids, quotations, and requisitions, and prepares vendor lists.. **E**
- Plans and develops District purchasing procedures to streamline the purchasing and warehousing process. **E**
- Works with principals and other responsible supervisors giving information on purchasing needs and costs. **E**
- Computerizes and maintains warehouse basic supply inventory at adequate levels. **E**
- Processes annual purchases from County warehouse and other vendors. **E**
- Receives deliveries in absence of warehouseman. **E**
- Prepares the compilation of District purchased items for the Board agenda. **E**
- Assists in training site and District personnel in purchasing and requisition procedures. **E**
- Acts as a resource person for information in matters pertaining to supplies and equipment. **E**
- Supplies maintenance department with necessary information to identify and mark all District equipment. **E**
- Maintains log and tickler file of all District contracts and advises Superintendent of those needing to be renewed on a timely basis. **E**
- Compiles monthly attendance information and files State P1, P2, Annual Attendance Reports, and other ADA information, as required. **E**
- Processes liability insurance claims, and processes and files accident reports filed by schools. **E**
- Maintains revolving cash fund including reimbursements. **E**
- Handles 6th grade camp income and expenditure monies. **E**
- Performs other duties as required.

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Supplies, materials, and equipment used in a school district.
- Material Safety Data Sheets (MSDS)
- Sources of supply, marketing practices, commodity pricing methods and discounts.
- School purchasing procedures and policies.
- Cal-OSHA and EPA requirements.
- Computers and modern office practices and procedures.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- A second language.

Ability to:

- Interpret bidding and contract laws, Board policies and rules and regulations.
- Plan and schedule buying for greatest efficiency of service.
- Establish and maintain effective relationships with others.
- Compile and maintain accurate and complete records and reports, and devise improvements as necessary.
- Meet the public and faculty courteously.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted during the course of work.
- Speak and understand Spanish.

Experience - Two years of responsible experience in purchasing or similar experience.

Education - Equivalent to graduation from high school, including course work in business or accounting. A high school diploma required.

WORKING CONDITIONS

Environment

Office environment subject to constant interruptions.

Physical Abilities

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| Vision (which may be corrected) | to read small print and maintain records. |
| Hearing (which may be corrected) | to communicate with staff and vendors, and to talk on phone. |
| Speech | to communicate with staff and vendors. |
| Dexterity of hands and fingers | to operate office equipment |
| Sitting for prolonged periods of time | to perform required duties. |
| Bending at the waist | to pick up equipment and materials. |
| Strength | to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis. |