

## LOMPOC UNIFIED SCHOOL DISTRICT

### BUYER

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#### **PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, support the District's purchasing activities by developing and updating procurement methodologies; initiate bidding process and recommend bid awards; procure product lines and place orders; assure timely shipment and receipt of ordered items; research and resolve shipping and invoicing issues; provide purchasing documentation; assist the Purchasing Manager with monitoring department staff.

#### **ESSENTIAL FUNCTIONS:**

Administer bidding and quote processes for vendor performance/compliance within established limits; prepare specifications, distribute RFP bid packages, review bids and required documentation, recommend vendor selection, support bid openings, and compile required documents to secure items and/or services within budget and required time frames in compliance with District and State regulations.

Assist staff and/or vendors in the ordering and purchasing process for the purpose of providing information, resolving issues, and facilitating the purchasing and acquisition process in accordance with established policies and guidelines.

Compile data from a wide variety of sources such as vendors, staff, public agencies, and others to analyze issues, assure compliance with a wide variety of purchasing policies and procedures, and/or monitor purchasing processes.

Coordinate with vendors to resolve purchasing issues and/or assure purchases are processed in accordance with established requirements.

Evaluate order and bid documentation including requisitions, change orders, bids, and others to assure proper use of District funds in the acquisition of supplies, equipment and/or services.

Evaluate vendors to determine their capability for performing to established specifications.

Provide required identification necessary for purchasing such as preparing purchase orders and assigning purchase order numbers, and completing purchasing processes in accordance with established procedures.

Maintain a variety of District service contract agreements to provide the District with appropriate and/or necessary contracted agreements.

Maintain a variety of purchasing information, files and records in both manual and/or electronic format including requests for proposal, purchase orders, vendor files, Board approvals, changes in applicable purchasing regulations and procedures, approved vendor lists, and others to assure the availability of documentation and compliance with established policies and regulatory guidelines.

Participate in unit meetings, in-service training, workshops, and/or committees; convey and/or gather information required to perform functions.

Prepare written materials and electronic purchasing information including bid packages, purchase orders, contracts, and others to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements in the acquisition of requested services and products.

Present information regarding purchasing process to other staff and potential vendors in areas related to administrative, requirements, required documentation, contract procedures, and related activities; provide information necessary to efficiently complete the acquisition of services and products on a timely basis and in accordance with established practices.

Process purchasing-related information including incoming purchase requisitions, purchase orders, statements of work, contract negotiations and change orders, invoices for payment, and others to update and distribute information, authorize follow-up action and/or comply with established accounting practices.

Research potential sources of new products and services, scope of services to be provided, equipment specifications, pricing, relevant regulations and practices; assure availability and qualifications of vendors, conformity of requested services and products to stated specifications, and/or ensuring processes meet regulatory and budgetary guidelines.

Respond to inquiries from a variety of sources such as district employees, vendors, auditors, and others to facilitate communication and/or provide guidance to multiple parties involved in the purchasing process.

Support auditors in providing requested information including contracts, bid specifications, and other information to provide necessary documentation for completion of required audits.

Support manager as requested including monitoring purchasing processes, authorizing purchases, guiding other personnel, and signing documents to support the manager in the performance of their administrative role.

**OTHER FUNCTIONS:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

Purchasing policies, practices and terminology.

Applicable laws, codes, regulations, policies and procedures.

Local vendors and sources of supply.

Technical aspects of researching, comparing and purchasing supplies, materials and equipment.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Mathematical computations.

**ABILITY TO:**

Perform a variety of technical duties involving the purchase of services, supplies and equipment.

Research and evaluate sources of supply.

Obtain verbal and written price quotations.

Prepare, review, verify and process purchasing forms and documents.

Order items in accordance with policies and procedures.

Process bid specifications.

Operate standard office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Meet schedules and time lines.

Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years of college level course work in accounting, business administration or related field and two years of purchasing experience with purchasing supplies and equipment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

**FLSA Status:** Non-Exempt  
**Approval Date:**  
**Board Approval Date:**  
**Salary Range:**

## LOMPOC UNIFIED SCHOOL DISTRICT

### PURCHASING TECHNICIAN

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#### **PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, source, evaluate and purchase supplies and materials in compliance with established purchasing regulations and practices; maintain adequate quantities of stock; assure appropriate inventory control systems; resolve issues impacting the efficiency in the purchasing process and providing quality customer service.

#### **ESSENTIAL FUNCTIONS:**

Assist staff and/or vendors with ordering and purchasing procedures, and provide required documentation; provide information and facilitating purchasing process in accordance with established policies and guidelines.

Compile data from a variety of sources including vendors, staff, and public agencies to analyze issues, assure compliance with a wide variety of purchasing policies and procedures, and/or monitor purchasing processes.

Evaluate order documentation such as requisitions, pricing, bid documents, and others to assure proper use of District funds in the acquisition of supplies, equipment and/or services in accordance with established guidelines.

Maintain purchasing information, files and records including purchase orders, vender files, and others to assure the availability of documentation in compliance with established policies and regulatory guidelines.

Monitor location of phones, extensions, and voice mail users for the purpose of creating directories, programming changes, and maintaining systems.

Monitor purchase orders and warehouse inventories including deliveries, invoicing, min-max reorder levels, and related information to identify inventory discrepancies; complete purchasing processes in accordance within require time frames; resolve issues delaying receipt of requested materials, products and equipment.

Participate in unit meetings, in-service training, workshops, and others activities as required; convey and/or gather information required to perform functions.

Perform a variety of duties in the purchasing of supplies; process purchase orders, obtain pricing information, and expedite invoicing and deliveries to secure items and/or services within budget and in compliance with established guidelines.

Prepare written materials and electronic purchasing information to document activities, provide reference, convey information, and comply with established financial, legal and/or administrative requirements.

Process purchasing-related information including incoming purchase requisitions, purchase orders, and others to update and distribute information, authorize actions and/or comply with established accounting practices.

Provide direction to warehouse personnel as assigned; assist in prioritizing delivery, identifying stock requirements, and performing related activities to support the warehouse operations.

Provide written and verbal instructions to assist phone and voice mail users.

Recommend vendors based on pricing and conformance to required specifications to determine their capability for performing in accordance with order and delivery requirements.

Research suppliers including new products and sources of supply to assure availability of vendors and items as needed.

Respond to inquiries of vendors and staff; resolve purchasing issues and/or assure purchases are within State and District requirements/regulations.

Support annual physical inventory of warehouse; verify quantities, and enter data count and item adjustments to the designated financial system; prepare required reports.

**OTHER FUNCTIONS:**

Assist auditors in providing requested information for completion of audits.

Assist the Information Technology department with troubleshooting phone and voicemail problems.

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Purchasing practices and procedures.
- Basic accounting practices, procedures and terminology.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Mathematical computations.

**ABILITY TO:**

- Perform a variety of technical duties related to the purchasing of services, supplies and equipment.
- Prepare, review, verify and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Learn and apply established rules, regulations, policies and procedures related to the purchasing function.
- Maintain vendor lists and catalogs.
- Communicate effectively both orally and in writing.
- Type or input data at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years clerical accounting experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and warehouse environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**