



LOMPEC UNIFIED SCHOOL DISTRICT

BUYER

JOB SUMMARY:

Under the direction of the manager of purchasing and stores, 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 DUTIES AND RESPONSIBILITIES:

- 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

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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 DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

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.

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.

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- 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 timelines.
- Add, subtract, multiply and divide quickly and accurately

WORKING CONDITIONS:

Work Environment:

- Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Board Approval Date: February 14, 2023

Salary Range: 41