

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: April 13, 2022
Salary Schedule: 20; Row: 25

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: BUYER

JOB PURPOSE STATEMENT: Performs activities involved with procuring goods, such as supplies, equipment, books and instructional materials, and services for school sites and district operations by performing the following duties.

JOB FUNCTIONS:

- Prepares Requests for Proposals, quotations or formal bid documents. Analyzes proposals or bids, reviewing bid comparisons, terms, product liability, vendor performance, substitutions, appropriate bid bonds, etc., and recommends purchase or award of bid to supervisor.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Reviews requisitions.
- Process travel requisitions to arrange conference registrations, hotel accommodations, and airfare; including payment method by purchase order, prepaid check or district credit card.
- Review and process online orders.
- Issue storehouse purchase orders when necessary; update catalog pricing and descriptions.
- Selects products for purchase by testing, observing, or examining items.
- Estimates values according to knowledge of market price.
- Determines method of procurement such as direct purchase or bid.
- Obtain and monitor Certificate of Insurance, W-9 forms and contractor certification related to Education Code requirements.
- Communicates with initiating employees and administration, to assure accuracy in ordering and cost.
- Prepares purchase order documents, change notices, cancel notices and prepaid purchase orders.

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- Encumbers purchase orders.
- Resolves discrepancies in orders.
- Identify fixed assets, obtain inventory tag, record data and warranty details in fixed asset inventory system.
- Assist supervisor with the management of surplus items and equipment.
- Expedites past-due orders.
- Designates current liability and current expense purchase orders.
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.
- Conduct staff training related to purchasing system operations.
- Prepare and maintain a variety of reports, records and files related to purchases, inventory, and assigned activities.
- Performs other duties as assigned to support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, methods, and techniques of purchasing supplies, materials, and equipment
- Supply, material, and equipment sources and vendor lists
- Financial and purchase order maintenance systems
- Computer applications, including Google suite (i.e. Google Docs, Gmail, Google Sheets, etc.)
- Bid process; principles, procedures and practices of public sector purchasing
- State, federal and other laws and codes governing purchasing.
- Sufficient math skills to compute budgets, bids, and purchases

Ability to:

- Interpret and apply laws, district policies, and rules and regulations affecting the district purchasing activities
- Make arithmetical calculations with speed and accuracy
- Establish and maintain a variety of records and files
- Understand and carry out oral and written directions
- Ability to communicate and work productively and cooperatively with diverse groups within and outside the school, and exercise patience when dealing with internal and external customers in a manner that reflects positively on the organization
- Keyboard at a net corrected speed of 40 words per minute
- Ability to efficiently enter data into the computer, provide customer service and adhere to policies and procedures established by the district.
- Ability to plan and prioritize work in order to meet demanding schedules
- Ability to independently perform all of the essential duties of the position

PHYSICAL ABILITIES:

- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard
- Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress
- Visual ability to read handwritten/typed documents and instructions
- Speaking ability to carry on ordinary conversations in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Ability to work in varying temperature and humidity conditions.

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JOB QUALIFICATIONS:

Education:

- High School Diploma or GED; post secondary courses in the principles of purchasing, business law, business math.

Experience:

- Minimum two years experience in Purchasing, preferably one year of which is in the public sector.

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 40 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance