

WISEBURN UNIFIED SCHOOL DISTRICT

BUYER

DEFINITION:

Under general and administrative direction, to plan, organize and direct the centralized purchasing, receiving, storage, and distribution of materials for the District; and to perform related duties as required.

REPORTS TO: Chief Business Official

DISTINGUISHING CHARACTERISTICS: N/A

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
- Purchasing of supplies, materials, equipment and service for any operations of the district. 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
- Reconcile invoices to purchase orders E
- Works with principals and other responsible supervisors giving information on purchasing needs and costs. E
- Process board approved contracts and agreements. E
- Processes annual purchases from County warehouse and other vendors. 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
- Handles 6th grade camp income and expenditure monies. E
- Performs other duties as required.

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:

- Uses a variety of software programs and databases to maintain records and generate reports
- 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
- Handle multiple tasks during the work day
- Establish and maintain cooperative, effective working relationships with those contacted during the course of work and while providing assistance to other staff
- Perform basic clerical, math, and good organizational skill
- Speak and understand Spanish.

Experience:

Two years of responsible experience in purchasing or similar experience.

Education and/or Licensure:

A high school diploma or its equivalent including coursework in business or accounting.

WORKING CONDITIONS:

Environment:

Office environment subject to constant interruptions

Physical Abilities:

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 waste	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