

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: BUYER

BASIC FUNCTION:

Under the direction of the Business Services Supervisor, consults with school officials, interviews vendor representatives, and makes purchasing decisions within authorized limits on a variety of supplies, equipment, materials and services; and prepares specialized purchase-related reports; maintains technical records, files and lists regarding the quality, price and availability of items purchased by the District.

ESSENTIAL DUTIES:

Performs a variety of complex and specialized duties related to the purchase, transport and delivery of supplies, equipment, services and materials for the District.

Communicates with school sites, vendors, suppliers and sales representatives regarding the source, price, availability and delivery of goods and services.

Confers with District personnel and administrators to clarify product specifications, obtain additional information or suggest appropriate product substitution.

Analyzes and compares prices, quality, specifications and delivery dates to determine the best and most cost-effective sources of supply.

Reviews inventory of stock items and prepares related reports to ensure that level is consistent with usage.

Places purchase orders with vendors; checking for correct description, price, and timely delivery. Issues purchase order numbers.

Prepares and maintains a variety of technical records, files and computerized lists related to District purchasing activities.

Contacts vendors and suppliers as needed to follow up on deliveries and obtains bid quotations on the phone, in writing or in person.

OTHER REPRESENTATIVE DUTIES:

Researches and evaluates new products and services; investigates and develops new sources of supply.

Receives, verifies and resolves complaints from District personnel regarding products purchased; maintains vendor and product performance files.

Performs follow-up duties relative to late deliveries, shipment errors, as well as damaged or defective goods.

CLASSIFICATION STATEMENT - BUYER

Page 2

Serves as a resource for schools and departments on the application of computerized inventory and purchasing system.

Participates in the annual inventory of warehouse stock.

May receive goods in the warehouse.

Performs specialized purchasing duties related to an assigned area of responsibility, such as warehouse or maintenance.

Perform other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Positions in this classification report to and take direction from the Business Services Supervisor.

Internal Contacts: Frequent contact with school and District personnel at all levels.

External Contacts: Continuing contact with vendors, contractors, sales people, and other personnel of public agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, codes, regulations and policies related to school district purchasing functions.

Modern purchasing procedures and techniques involved in obtaining and processing both formal and informal bids.

Standard American English usage, grammar, spelling, punctuation and vocabulary.

Preparation and interpretation of product specifications.

Current sources of marketing and manufacturing data.

Basic financial accounting, record-keeping and filing techniques.

Appropriate terminology and vocabulary of the assigned department.

Operation of a computer workstation.

CLASSIFICATION STATEMENT - BUYER

Page 3

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills, using tact, patience and courtesy.

District organization, operations, policies and objectives.

Research techniques.

ABILITY TO:

Work with school site personnel.

Purchase items via Internet purchasing.

Purchase a wide variety of supplies, materials, services and equipment utilized by a school district.

Compare and analyze pricing, availability, product specifications and quality.

Determine appropriate vendors or suppliers based on cost-effectiveness to the District.

Communicate and negotiate with vendors and suppliers properly and effectively.

Prepare and process formal and informal bid documents; in accordance with appropriate laws, policies and procedures.

Prepare and maintain technical records, files, lists, and reports related to purchasing and bid contracts.

Make arithmetic calculations quickly and accurately.

Operate a variety of office equipment such as a typewriter, computer workstation, calculator and duplicating machines.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and to adopt effective courses of action.

Meet schedules and timelines.

Type accurately at an appropriate rate of speed.

CLASSIFICATION STATEMENT - BUYER

Page 4

EDUCATION AND EXPERIENCE:

Education: Any combination equivalent to: two years of college-level training at a recognized college, with specialized course work in business, governmental purchasing or related field. Experience: At least three years of purchasing or purchasing-related experience, preferably in a school district; some accounts payable experience desirable. Additional experience over and above the noted herein may be substituted for college-level training on a year-for year basis.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, Insurability by the District's, as well as a dependable mode of personal motorized transportation.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and climb or balance, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PREPARED BY:	Personnel Commission	DATE: August, 1994
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