



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Buyer

JOB SUMMARY:

Under general direction provides assistance to the Director of Purchasing in overseeing all purchasing functions; performs complex and technical functions of the buying process to procure and purchase materials, supplies, equipment, and services; oversees and maintains the Fixed Assets System and Stores Inventory System; monitors purchases for suitability of purpose, safety and legal requirements; maintains supporting data and records.

CLASS CHARACTERISTICS:

This position is expected to be able to assist in overseeing the complete purchasing cycle of materials, supplies, equipment, and services for the District, ensuring timely delivery of goods and services to schools and departments. Incumbents are expected to be fully knowledgeable of all procedures related to public purchasing. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Director of Purchasing.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Purchase materials, supplies and equipment utilizing either standard or uniquely determined specifications;
- Assist in the development, implementation and monitoring of District purchasing policies and procedures;
- Prioritize incoming orders, determining type and urgency of action required;
- Prepare and maintain commodity lists of recommended materials and other records utilized in evaluating new and alternative commodity and supply sources;
- Contact vendors to interview and obtain price quotations;
- Compare and analyze quotations and recommend action concerning commodity sources and awarding of orders and contracts;
- Confer with District and vendor personnel regarding materials, supplies and equipment and/or modification of purchasing specifications;
- Oversee or conduct necessary follow-up to finalize all actions initiated;
- Oversee or investigate complaints and assist in their adjustment;
- Oversee and maintain a Fixed Assets System;
- Oversee and maintain a Stores Inventory Control System;
- Oversee or evaluate and select materials to replenish or expand stores inventory, maintaining a stock level consistent with District requirements and storage facility limitations;

- Locate and develop new vendor sources;
- Provide direction to staff in how to solve/resolve problems encountered in their assigned work;
- Communicate with district departments and personnel to provide information and assistance concerning specifications, sources, prices, availability and related matters.

Other Related Duties

- May initiate or assist in the bid process from preparation with draft materials through completion;
- May train other employees on Stores Inventory Control System and Fixed Assets System;
- Attend Fixed Asset and Stores meetings as assigned;
- Participate in district in-services, workshops and /or seminars as directed.

SUPERVISION:

General direction is received from the Director of Purchasing. Leadership and/or guidance is provided to other Purchasing Department staff. Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Standard purchasing terminology, specifications, policies, and procedures, including the technical aspects of researching, comparing and purchasing supplies, materials and equipment;
- Methods, procedures, supplies, materials and equipment common to school districts;
- Sources of supplies and marketing practices;
- Modern office methods, procedures, terms, equipment used in an office environment including knowledge of Microsoft Office word processing, spreadsheet, presentation, database, E-mail and internet computer applications;
- Standard filing systems and report writing procedures;
- Budgetary, accounting, and legal procedures and practices of the district regarding procurement and disbursement of supplies and equipment;
- English usage, spelling, grammar, and punctuation;
- Business office telephone techniques and etiquette;
- Bid specifications preparation;
- Basic math, accounting, record keeping and report methods used in purchasing.

Ability to:

- Perform the complex and technical functions and procedures of the buying process;
- Understand, read, interpret, learn, and apply the requirements of Federal and State laws including: the California Education and Public Contract Codes, District policies and the methods and procedures used in the purchasing of school district supplies and equipment;
- Prepare bid specifications and review and analyze bids;
- Ensure the propriety and legality of purchase transactions;
- Independently plan, organize, prioritize, coordinate and expedite a large volume of detailed work efficiently and effectively;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;

- Purchase quality items and services economically, efficiently and in accordance with established policies, procedures and guidelines;
- Establish and maintain a variety of purchasing and inventory control records and files;
- Operate various standard and specialized office equipment including a personal computer and reprographic machines;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Keyboard at a net corrected speed of 45 words per minute;
- Understand and carry out oral and written instructions;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Perform mathematical computations related to purchasing with speed and accuracy;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or Equivalent.
- 24 units of college level coursework in business administration, accounting or a related field may be substituted for up to one (1) year of the required experience.

Experience:

- Three (3) years of responsible experience in the purchase of supplies, equipment, material, and services.
- Prior experience in a California school district utilizing Bi-tech or similar business software is desirable.

Licenses Required:

- Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, and being subject to frequent interruptions.

Physical Demands:

While performing the duties of this job, the position is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent will frequently stand, walk, sit, lift, carry, push, pull and stoop; occasionally kneel, crouch, reach, grip and grasp. The work involves little to light physical efforts; occasionally exerts up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 38

Classified Bargaining Unit

Classification revised 1981, 1987-88, 1991, 1994, 5/9/2013

Classification eliminated 4/97

Classification reactivation/revised 5/02

Reviewed with no revisions 11/9/05

Job Description Review and Revisions Effective: 7/14/16