

BUYER I

DEFINITION

Under supervision, perform clerical duties related to purchasing warehouse stock, employee attendance at conferences, instructional supplies, various types of equipment, records retention, furniture, and equipment inventory, and to interact with vendors; to maintain files and records; and do other related work as required.

EXAMPLES OF DUTIES

Receive and process requisitions; solicit quotations if needed on warehouse and instructional supplies and repairs; issue purchase orders; keep detailed records and files; process purchase orders for deliver to appropriate departments and vendors; meet and deal with vendors; process/file warehouse and purchasing mail relating to requisitions, correspondence, and vendor catalogs; check requisitions for appropriate signatures and completeness; answer telephone inquiries and disseminate necessary information regarding orders; follow-up on orders and delivery discrepancies; screen vendor calls; input/process asset inventory records; operate a computer to input purchase orders, requisitions, and produce various reports; perform arithmetical calculations and verify computations; perform general clerical duties, including sorting, filing, duplicating, searching, and responding to informational inquiries; prepare and maintain record retention and file systems retrieval; and other related activities pertaining to the purchasing department.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;
Modern office practices and procedures;
Computers and various computer programs;
Methods, practices, and procedures of record management systems;
Calculator and other office equipment.

Ability to:

Understand and apply standard office practices, procedures, and techniques;
Learn education code and legal requirements and procedures used in public school district purchasing;
Operate modern office machines, including computers;
Understand and follow oral and written directions;
Establish and maintain cooperative and effective working relationships;
Perform clerical work involving independent judgement and requiring accuracy and speed;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Input from clear, legible copy; operate calculators efficiently; proficient operation and knowledge of computer system.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in purchasing or record maintenance, or related functional areas.

Experience:

One year of experience in general clerical work or purchasing.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate general office equipment.

Pre-placement Physical: Class I

06/99