

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD BUYER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex technical duties in the purchase of District supplies, materials, equipment and service including preparing detailed specifications and preparing and processing construction and service contracts; assist in training and provide assistance to staff. Plan, organize, and direct the purchasing operations of the District. Train and provide work direction to purchasing personnel.

REPRESENTATIVE DUTIES:

Assist in the coordination of assignments of Purchasing personnel; recommend and implement changes in work procedures within the Purchasing Department as necessary.

Maintain master calendar for the Purchasing Department.

Assist in training and guiding purchasing personnel.

Provide training and serve as a resource as needed to District personnel on purchasing processes and software and

Monitor, review and process requisitions for the purchase of materials, supplies and equipment; check for proper funding, required documents, asset-tagging requirements and board approval.

Prepare and issue purchase orders; prepare and write detailed specifications for bids, assist with legal advertisements and coordinating job walks, receive bids, tabulate and analyze data; prepare formal bids in assigned categories; assure compliance with applicable laws, regulations, policies and procedures.

Prepare and process construction and service contracts and related documents.

Determine sources of supply; obtain up-to-date prices, detailed specifications and shipping and delivery information.

Maintain appropriate levels of assigned warehouse stock; prepare bids and quotations when inventory levels fall below pre-determined re-order points; award bids and quotations and prepare purchase orders.

Serve as a resource to District personnel regarding public contract laws, policies, and

education codes.

Recommend supplier to be awarded based on price and conformance to specifications; prepare, maintain and update vendor lists and applications.

Assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations; communicate with vendors to rectify discrepancies in invoices, statements and deliveries; communicate with District personnel to assure proper receipt of goods.

Interview vendors regarding new merchandise and new sources of supply; analyze quotes for price, delivery and compliance with specifications.

Evaluate vendor tax documents to determine 1099 requirements.

Create and maintain a variety of reports, records and files related to job description.

Communicate with District personnel and outside agencies/resources.

Compose correspondence and design and revise forms.

Assist in maintaining the Purchasing Services website.

Operate a variety of office equipment.

Attend a variety of meetings as assigned.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Code provisions and District and department purchasing policies and procedures.

Federal, State and local rules, regulations and requirements related to procurement.

Purchasing procedures, terminology and inventory control and warehousing methods and procedures.

Accounting and budgeting principles, practices, procedures, methods and terminology.

Types and sources of supplies, materials and equipment used in a school district.

Modern office practices, procedures and equipment.

Principles of training and providing work direction.

Record-keeping techniques.

Basic resource methods.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies and objectives.
Computer hardware and software.

ABILITY TO:

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
Prepare and process construction and service contracts.
Perform difficult complex clerical work in the checking and correction of purchasing inventory records.
Prepare complete, concise specifications.
Operate a variety of office equipment including computer programs and various software.
Work cooperatively and effectively with others.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Meet schedules and time lines.
Work independently with little direction.
Read, follow, apply and explain rules, regulations, policies and procedures.
Type at 30 net words per minute from a clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency, supplemented by two years college-level coursework in procurement, purchasing or related field or three years increasingly responsible experience in the purchasing of supplies and equipment.

WORKING CONDITIONS:

Office environment.
Subject to exposure to communicable diseases.