

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform responsible technical duties in the purchase of District supplies, materials, equipment and services.

REPRESENTATIVE DUTIES:

Review and process bids, purchase orders and requisitions for a variety of school supplies, materials, services and equipment.

Assist in the determination of sources of supply; obtain up-to-date prices, detailed specifications and shipping and delivery information.

Prepare and issue purchase orders; prepare and write specifications for bids, receive bids, tabulate and analyze data.

Assure compliance with applicable laws, regulations, policies and procedures; process requisition lists to determine and establish purchase order procedures

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

Prepare formal bids in assigned categories.

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

Contact vendors regarding discrepancies in invoices, statements or deliveries.

Communicate with administrators, personnel and outside organizations to resolve issues and conflicts and exchange information.

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

Develop and maintain records and files.

Compose correspondence and design and revise forms.

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.

Basic purchasing procedures, terminology and inventory control and warehousing methods and procedures.

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

Modern office practices, procedures and equipment.

Record-keeping techniques.

Basic research 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.

ABILITY TO:

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.

Perform difficult complex clerical work in the checking and correction of purchasing inventory records.

Operate a variety of office equipment including computer and assigned software.

Work cooperatively and effectively with others.

Develop and maintain records.

Communicate effectively both orally and in writing.

Maintain and prepare reports.

Meet schedules and time lines.

Work independently with little direction.

Learn, follow, apply and explain rules, regulations, policies and procedures.

Type at 30 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

Typical office environment.

Buyer

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Subject to exposure to communicable diseases.

Job Study-1/2020