



ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548

Phone (951) 926-9244

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JOB DESCRIPTION

BUYER

Job Summary:

Under direction, performs specialized and technical duties in the ordering of needed materials, supplies and equipment in assigned categories and prepares and writes specifications for bids.

Essential Job Functions:

- **Acts** as a district representative regarding purchasing, procurement and contract management for the purpose of ensuring requirements and standards are met; and, ensuring information dissemination and compliance with federal, state, local and district policies.
- **Assists** and communicates with other district staff and outside agencies for the purpose of coordinating vendor services and district requirements, ensuring the successful project or program completion.
- **Communicates**, guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, and training and development.
- **Creates** written materials (e.g. purchasing documents, specifications, etc.) for the purpose of ensuring compliance with established policies and procedures; and, providing recommendation on policies and procedures on behalf of the district.
- **Evaluates** products (e.g. equipment, furniture, supplies and services, etc.) for the purpose of ensuring district standards, availability and standardization, and ensuring competence of vendor.
- **Evaluates** and recommends requisitions and purchase requests from sites for the purpose of ensuring prudent financial expenditures and proper use of district funds in the acquisition of supplies, equipment and services.
- **Performs** purchasing/procurement of equipment, supplies and services for the purpose of acquiring necessary resources to support district operation within legal parameters.
- **Recommends** bid awards for the purpose of ensuring the best and most appropriate use of district funds and resources.
- **Reviews** and evaluates documents and records (e.g. purchasing documents, specifications certification of insurance, etc.) for the purpose of ensuring compliance with federal, state, local and district budgetary guidelines.

Other Job Functions:

- **Assists** other department personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.
- **Responds** to inquiries from other staff for the purpose of providing information and/or direction as may be required.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic math calculations. Knowledge of standard accounting procedures related to district, state and federal policies. Knowledge of perpetual and physical inventory control methods. Ability to provide guidance and direction to personnel; establish priorities, work independently and accurately, establish and maintain detailed records.

Physical Requirements: The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Education and Training Required: College course work in business administration, procurement or related field and two (2) years of increasingly responsible experience in public procurement, preferably in a school district.

- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.

Employment Category: **Classified Bargaining Unit**

Initiated: 12/12/06

Job Description Board Approved: 1/9/07