

CLASSIFIED JOB DESCRIPTION

BUYER/LIBRARY SPECIALIST TECHNICIAN

JOB SUMMARY:

Under general supervision of senior staff, performs duties related to the purchase of school supplies, material, equipment, and services; coordinates modernization schedules and procedures, and performs related work as required. Independently performs a wide variety of duties including ordering, distributing, and inventorying textbooks Districtwide; works with schools to adjust textbook inventory based on increased or decreased enrollment; and assists personnel in Instructional Technology and Media Services with related work. Accepts and inventories shipments of materials from vendors; works with warehouse personnel to unpack and deliver books and materials; and creates pallets of material for shipment to schools.

ESSENTIAL JOB FUNCTIONS:

- Prepares and maintains accurate asset records and customized reports.
- Resolves product problems, payment inquiries, vendor deliveries, bid questions, and product replacement.
- Follows up product quality, delivery questions, and pricing.
- Participates in management of warehouse inventory control.
- Conducts finalization of purchase orders and services.
- Organizes bid acceptance and opening process.
- Assists with bids and vendor deliveries.
- Assists in the sale of surplus equipment and supplies.
- Coordinates modernization schedules for schools, including moving and storage locations of furniture.
- Assists with the purchase of furniture and equipment for modernized sites.
- Negotiates best pricing, supply, and deliveries of materials.
- May direct the work effort of warehouse staff.
- Compares bid prices, products, quotations, services, and product pricing.
- Reviews bids, quotes, and requisitions for proper approvals, completeness, and compliance with established standards and policies.
- Obtains written quotes, information, and specifications.
- Assists all personnel, including administrators, teachers, and classified employees as well as PTAs with procurement needs and services.
- Assists in writing specifications for bid documents.
- Purchases school supplies, materials, food products, relocatables, and services.
- Recommends products, services, and goods for new and replacement items at new and existing sites.
- Coordinates vendor deliveries.
- Coordinates and schedules furniture and equipment set-up and deliveries at new and existing sites.

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- Processes book orders.
- Attaches copies to MARC records in Union Catalog.
- Transfers records to school databases.
- Provides assistance to school library staff.
- Assists in the receipt of materials from publishers/vendors.
- Enters information into library management programs.
- Receives inventory reports from schools and updates Union Catalog.
- Assists in the processing of materials for the school media centers.
- Attaches copies of Machine Readable Cataloging records and transfers records to school databases.
- Receives, enters, and transfers records of all new materials for school library media centers.
- Processes the receipt of materials from publishers and vendors.
- Processes the delivery and pick-up library/media materials.
- Trains new site Library Media Technicians.
- Performs other clerical duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Two years of technical experience encompassing a wide variety of purchasing activities, preferably in a school district environment; experience working with Microsoft Office, i.e. Word, Excel, and PowerPoint.; and familiar with federal, state, and local bid requirements.
- Ability to effectively purchase a variety of equipment, supplies, and services; prepare accurate and concise bid specifications; analyze situations carefully and adopt effective course of action; operate a variety of office equipment, e.g., ten-key calculator, copier, fax machine, and scanner; work independently in the absence of supervision; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.
- Knowledge of methods and procedures used in the purchase of school district supplies and equipment; knowledge of types and sources of supplies, material, and equipment commonly used in a school district; knowledge of stock inventory control practices; knowledge of school modernization and warehouse procedures; and organizational skills and filing capabilities.
- High school diploma or GED required.
- Training and experience in procurement, material control, warehousing, and distribution highly.

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- Ability to perform a variety of clerical and technology-related work; understand and follow oral and written directions; work cooperatively with school and other department personnel; and type at a minimum rate of 45 net words per minute.
- Knowledge of technology-related equipment; office practices and procedures, including preparation of forms, correspondence, filing, and general office equipment operation including spreadsheets and word processing; and correct English usage.
- Experience with / knowledge of TIPWeb, Destiny Follett, and Business Plus preferred.
- Knowledge of technology-related equipment; office practices and procedures, including preparation of forms, correspondence, filing and general office equipment operation including spreadsheets and word processing; and correct English usage.

Classified Salary Schedule: Range 40
BOARD APPROVED: 01/22/25