

CLASSIFIED JOB DESCRIPTION

JUNIOR BUYER

JOB SUMMARY:

Under general supervision of senior staff, performs duties related to the purchase of school supplies, material, equipment, and services and performs related work as required.

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.
- Compares bid prices, products, quotations, services, and product pricing.
- Reviews bids, quotes, and requisitions.
- Obtains written quotations, 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.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Entry-level assignment.
- Ability to effectively purchase a variety of equipment, supplies, and services. Ability to prepare accurate and concise bid specifications; and analyze situations carefully and adopt effective course of action. 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 computer software, e.g., Microsoft Word, Excel, and PowerPoint.
- High school diploma or GED required.

- Preferably with training and experience in procurement, materiel control, warehousing, and distribution.

Classified Salary Schedule: Range 30
BOARD APPROVED: 11/18/97
REVISION DATES: 07/01/15
09/12/18
07/17/23
08/09/2023