

LEAD BUYER

JOB SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

- Prepares product and service contracts and lease agreements.
- Negotiates best pricing, supplies, and deliveries.
- Resolves product problems, payment inquiries, vendor deliveries, bid questions, and product replacement.
- Follows up on product quality, delivery questions, and pricing.
- Confers, counsels, and interviews District personnel, schools, public, PTAs, and vendors.
- Participates in management of warehouse inventory control.
- Organizes bid acceptance and opening process.
- Coordinates bids and vendor deliveries.
- Compares bid prices, products, quotations, services, and product pricing.
- Reviews bids, quotes, and requisitions.
- Obtains written quotations, information, and specifications.
- Initiates, determines, and writes specifications for bid documents.
- Purchases school supplies, materials, food products, relocatables, and services.
- Interviews sales representatives.
- Keeps informed of all federal, state, county and local laws relating to equipment, materials, products 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.
- Maintains inventory list of cell phones, pagers, and other electronic equipment and manages accounts and billing for overages.
- Responsible for District Governmental Accounting Standards Board (GASB) inventory.
- Operates all office systems.
- Assists with annual physical inventory of warehouse.
- Responsible for District E-Rate application submission, bids, research, and reimbursement of funds. Communicates with Schools and Libraries Division (SLD) in regards to all aspects of the E-Rate program.
- Coordinates transfers/delivery of District-owned furniture and equipment.

- Assists and organizes the relocation of staff and materials to new locations, due to administrative transfers or modernization.
- Plans, coordinates, and communicates packing of staff for modernization out of and into the site.
- Plans and coordinates surplus sales; responsible for receipts and money.
- Communicates with Construction Project Managers at new sites and modernization sites with issues related to purchasing and construction.
- Coordinate and execute activities and functions of District's asset management program and related tasks.
- Train and counsel District buyers and other staff regarding purchasing operations, bid development, California Uniform Public Construction Cost Accounting Act bidding procedures, policies, and related tasks.
- Directs the work of others in all aspects of this job.
- Acts as Supervisor in the absence of the Director of Purchasing, Publications & Warehouse.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- Five years of technical experience encompassing a wide variety of purchasing activities, preferably in a school district environment.
- Ability to effectively purchase a variety of equipment, supplies, and services.
- Ability to prepare accurate and concise bid specifications; 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 relations with those contacted in the course of work.

Classified Salary Schedule: Range 42
BOARD APPROVED: 11/18/97
REVISION DATES: 11/16/04
07/01/04
07/01/15
07/17/23
08/09/23
02/19/24