

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Buyer

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience in buying, clerical and office procedures.

Education:

One year of college with emphasis in business courses or equivalent experience.

License and other Requirements:

Possess a valid California Vehicle Operator's License.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under direct supervision of Finance and Budget Manager, implements the procedure required for purchases of supplies, materials and equipment necessary to maintain efficient operation.

SPECIFIC RESPONSIBILITIES

1. Obtains quotations on major district level purchases to replenish warehouse stock.
2. Prepares bids/ specifications with proper consideration for user suitability, quality, price, delivery.
3. Communicates with vendors and district employees pertaining to purchase orders, delivery delays, recorders and return of goods.
4. Tabulates bids, compares costs and recommends awards.
5. Assists with the resolution of invoice discrepancies.
6. Develops methods for new types of contracts and for consolidated annual contracts.
7. Keeps informed on new products, market conditions and cost trends.
8. Assists with the sale of surplus equipment.
9. Keeps records and prepares reports.
10. Performs other related duties.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

-Methods, practices and control of financial/ statistical procedures, purchasing functions and budget practices.

Personnel

9/29/88

Ability to:

- Operate word processor or typewriter, calculator, microcomputer, and
- Communicate effectively in oral/ written form.