CLASS TITLE: BUYER

DEFINITION: Under direction, performs work of considerable difficulty in the purchase of assigned categories of supplies, materials and equipment, and performs related work as required.

EXAMPLE OF DUTIES:

- Reviews requisitions for purchase of supplies, materials and equipment
- Determines method of procurement considering purchasing policies and the nature of the request
- Obtains quotations on materials and supplies
- Determines and prepares formal briefs on larger purchases
- Prepares specifications for bids and quotations
- Locates sources of equipment and supplies
- Places small orders
- Establishes and maintains list of vendors
- Contacts vendor by mail or telephone regarding purchases
- Expedites orders
- Reviews inventory records and places orders to maintain an adequate supply of stock
- Keeps informed on new products, market conditions and costs trends
- Meets with school and administrative officials to determine supply and material needs and specifications
- Keeps records and makes reports

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to completion of 12 hours of college level coursework in business or a related field and one year of general purchasing experience.

Knowledge of:

- The sources of purchasing information
- The principles and practices of public purchasing
- The supplies and materials used in a school system

Skills in:

- Preparing bid documents and specifications
- Establishing and maintaining effective working relationships with others
- Keeping records and preparing reports

Ability to:

- Operate a computer and related software

Licenses and Certificates:

- A valid California driver's license