CLASS TITLE: LEAD BUYER

DEFINITION: Under direction, exercise independent judgment in performing and developing more formal request proposals for complex, large scale or difficult to obtain items: performs work of considerable difficulty in the purchase of supplies, material and equipment.

EXAMPLES OF DUTIES:

- Provides direct supervision to subordinate staff within the department in the absence of the director.
- Determines method of procurement considering purchasing polices and the nature of the request.
- Obtains quotations from vendors.
- Prepares informal bid specifications.
- Identifies sources of equipment and supplies
- Maintains correspondence with vendors and internal departments.
- Files reports and references, provides technical assistance to user departments and meets with district staff to determine material supply needs and specifications
- Performs and develops more formal request proposals for complex, large scale or difficult to obtain items,
- Negotiates contracts or agreements for commodities for which competitive bidding is not appropriate (i.e. request for proposals or request for qualifications);
- Prepares purchasing specifications when standard or other specifications are not available;
- Assists the Director in the research and development to develop better methods of making economic forecast and demand-supply projections including bench marking, value analysis and forecasting, vendor and commodity research and special projects.
- Assists the Director in the preparation of management reports
- Manages sensitive purchasing matters which require consultation or interaction with department heads, administrative officers and the professional business community;
- Performs vendor and commodity research and special projects;
- Assists the Director in the preparation of management reports;
- Applies established rules, regulations, policies and procedures related to purchasing.
- Represents the purchasing department at district meetings regarding equipment for new schools, offices, classrooms and computer labs.

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination equivalent to: graduation from high school and three years experience in general purchasing or completion of two years of college coursework in business or a related field.

Knowledge of:

- State legal codes including Public contract codes, California Education Codes and Board Policies pertaining to District purchasing procedures
- Local vendors, sources of supply, general business conditions and specific trends related to purchasing.
- Bid preparation procedures
- Technical aspects of researching, comparing and purchasing supplies, materials and equipment
- Principles and practices of public purchasing
- Supplies, materials and equipment used in a school system
- Record keeping techniques
- Oral and Written communication skills

Ability to:

- Lead and provide supervision to subordinate staff in the absence of the Director
- Apply established rules, polices and procedures related to purchasing.
- Prepare, review, verify and process purchasing forms and documents
- Prepare and write formal bid specifications
- Prepare and maintain a variety of reports
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Operate a variety of office equipment including a computer and relative software applications.

Licenses and Certificates:

- A valid California Driver's License.