

**CLASS SPECIFICATION**  
**Buyer**

**GENERAL PURPOSE**

Under direction, independently performs varied and complex specialized and technical purchasing responsibilities for a variety of materials, supplies, services and equipment in accordance with District standards and policies and all applicable legal requirements; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Buyer is the advanced journey-level class in the procurement job family. An incumbent independently performs varied and complex duties in purchasing a wide array of equipment, materials, supplies and services. An incumbent is expected to provide customer-responsive, cost-effective and high-quality purchasing services for customers, consistent with applicable legal requirements.

Buyer is distinguished from Senior Purchasing Assistant in that an incumbent in the former class typically carries out the most complex purchasing assignments that generally meet the following characteristics: the materials, supplies, services or equipment are very technical and specialized and require research to establish specifications; sources of supply are limited or highly competitive, requiring serious analysis or negotiations to obtain reasonable prices; the purchase process consists of interdependent, multiple steps; purchase contracts developed are high-dollar volume and the purchase may expose the District to significant potential risk that must be minimized or mitigated.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Receives, reviews and processes purchase requisitions for a broad array of equipment, supplies, furniture and textbooks; verifies compliance with pertinent laws, regulations and codes and District policies and standards; reviews information to ensure it is complete, accurate and order parameters are clear and understood; contacts school or department representatives to clarify or obtain additional information; assigns vendors; organizes requisitions for efficient action and response.
2. Develops RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard the District's interests; evaluates bids, performing price/cost analyses and assessing items, including discounts, delivery conditions and the quality and suitability of supplies, materials and equipment; prepares formal quotes per Board policy; determines if requisition requires formal bidding; drafts highly technical and specialized bid specifications; confers with schools and departments to obtain all necessary information and to resolve questions regarding requirements; analyzes and evaluates bids; in accordance with applicable laws, policies and procedures, determines or recommends the award of bids, selecting appropriate vendors and establishing timelines; prepares appropriate agendas and Notice of Awards; creates, issues and reviews purchase orders for all major acquisitions and releases purchase orders within levels of authority; distributes purchase orders for payment.
3. Within level of authority, develops and administers major contracts, including contracts related to facility and construction projects and commodities; drafts contract documents and interacts with appropriate management and District departments to ensure District needs are met, establish contract timelines and to ensure legality, accuracy and completeness; reviews bids, agreements, insurance certificates, bonds and other documents to ensure legality and appropriateness; prepares Board agendas for authorization to bid, bid award and notice of completion; as assigned, monitors and

evaluates contract compliance; identifies and recommends resolution of non-compliance issues; consults with project architects/engineers and inspectors regarding letters of notification and follows up with insurance and bonding companies as necessary; prepares contract amendments, change orders and completion documents; maintains accurate project and contract records and files.

4. Represents department in interactions with customers, senior management, other District personnel and outside government agencies in procurement and distribution matters; regularly confers with school administrators, project directors, department heads and committees regarding needs; provides technical expertise and guidance on standardization of product orders, large purchase requests and other matters to District schools and departments; receives, responds to, investigates and resolves customer or other procurement-related inquiries, concerns, complaints and problems, including accounts payable, invoice discrepancies, vendor relations and level-of-service issues, or non-compliance with procurement policies, practices and procedures; interprets and explains applicable laws, regulations, codes and policies; promptly responds to requests for emergency orders; confers with peers in other governmental agencies on specifications and pricing.
5. Establishes, develops and maintains positive supplier relationships; when appropriate, researches, assesses and identifies new or better sources of supplies for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals; educates vendors regarding purchasing policies and procedures; obtains accurate and complete price and delivery information, product literature and samples from suppliers; identifies problems and issues, such as poor product quality and quantity shortages, communicates with vendors and follows through to ensure problems are addressed.
6. Reviews current and annual warehouse inventory; reviews County rollover in relation to annual warehouse inventory.
7. Establishes, organizes, integrates and maintains applicable purchasing, vendor and warehouse records, files, lists, forms and other documentation.

#### **OTHER DUTIES**

1. Oversees daily work of and assigns work to general clerical staff.
2. Assists Director, Purchasing with special projects as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices, rules and regulations related to public-sector procurement, including competitive bidding procedures.
2. Sources and types of products, commodities and services used by a school district.
3. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility.
4. Principles and practices of sound business communication.
5. Principles and practices of public administration, including contracting, purchasing and maintenance of public records.
6. Principles, practices and techniques of drafting and administering complex purchase contracts and enforcing contract provisions.
7. Record-keeping practices and procedures related to a purchasing function.
8. Methods of conducting product and vendor research.

**Ability to:**

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Analyze and evaluate bid proposals, purchase requisitions, specifications and other purchasing-related documents.
3. Efficiently conduct vendor and product research.
4. Draft concise, comprehensive bid specifications for highly technical products and services.
5. Communicate effectively both orally and in writing.
6. Understand, interpret, apply and explain applicable laws, codes and ordinances.
7. Present technical information clearly, logically and persuasively.
8. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
9. Operate a computer and standard business software.
10. Make arithmetic calculations quickly and accurately.
11. Examine purchasing and shipping related documentation and identify discrepancies.
12. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
13. Establish and maintain effective working relationships with senior management, Board members, District staff, representatives of other governmental agencies, vendors and others encountered in the course of work.

**Education, Training and Experience:**

Graduation from high school or G.E.D. equivalent and at least two years of college-level coursework in public administration, business administration, finance or a closely related field; and at least five years of progressively responsible experience purchasing items similar to those purchased by the District or performing receiving and inspection duties; or some combination of education, training and experience that produces the requisite knowledge and ability. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, vendors, County employees and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.