JOB DESCRIPTION

JOB TITLE: Buyer

Job Family: Business Services

Range: 46

Job Purpose Statement/s: The job of "Buyer" is done for the purpose/s of planning and organizing purchasing operations within assigned areas; processing requisitions; preparing bids and purchase orders.

Essential Job Functions:

* **Plans** and organizes assigned work within the purchasing division including writing of specifications, advertisement for bids and quotations.
* **Executes** purchasing policies and procedures in accordance with school district laws and regulations.
* **Receives,** reviews and processes purchase requisitions, checking for accuracy, completeness and authorized signatures.
* **Advises** schools and departments as to current purchasing procedures, use of forms and purchasing restrictions.
* **Obtains** product information from vendors and manufacturers to establish the best sources of supply.
* **Interviews** salesmen and vendors about details of purchasing operations.
* **Supervises** the maintenance of catalogs.
* **Analyzes** bids and makes recommendations for award of contracts.
* **Maintains** records showing current information on purchases completed, purchases in process and sources of supply.
* **Makes** inquires and adjusts complaints by telephone or correspondence.
* **Reports** problems regarding purchases to Purchasing Supervisor.
* **Assists** Clerk I and Clerk II whenever assistance is warranted.
* **Prepares** periodic and special reports regarding purchasing activities.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Attends** various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.

Job Requirements - Qualifications:

* **Experience Required**: Two (2) years of financial record keeping experience, including familiarity with purchasing procedures and practices.
* **Skills, Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at a rate of 40 words per minute; to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.

Knowledge of principles and procedures used in school district purchasing and accounting and types of materials, supplies and equipment commonly used by a school district; sources of supply, marketing practices and the symbols and terminology used in purchasing.

Ability to sit for prolonged periods, supervise and train personnel, accurately maintain detailed records. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity.

* **Education Required**: High School diploma or equivalent, supplemented by coursework in purchasing or business administration.
* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Valid California Driver's License and evidence of insurability.