

BUYER

JOB SUMMARY

Under general direction, assists in functions related to purchasing and material procurement for the District.

DISTINGUISHING CHARACTERISTICS

This classification differs from Account Clerks I, II and III in that it requires expertise in principles and practices related to preparing bids, contacting vendors and purchasing materials, supplies, services and equipment using standard predetermined specifications. In contrast, Account Clerks I, II and III require expertise in financial and statistical recordkeeping to perform duties related to business services, account payables, account receivables, account reconciliation, auditing and the general ledger.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class directly report to the Supervisor of Purchasing and Stores and do not supervise other personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Prepares purchase orders for procuring materials, supplies, services and equipment
- Assists in the coordination of purchasing and material procurement functions for the District, including the review of purchase requisitions and payments for merchandise and services received
- Assists in purchasing materials, supplies, services and equipment utilizing standard predetermined specifications
- Assists in preparing and/or developing bids from draft materials
- Contacts vendors to obtain price quotations and bid proposals and to discuss the availability of goods, product quality, services, and the delivery timeline
- Researches and provides information on product source and availability
- Reviews and suggests changes to purchase requisitions including the identification of better qualified suppliers
- Compares and analyzes quotations and recommends action concerning commodity sources and the awarding of contracts
- Confers with District personnel and manufacturer representatives concerning goods, supplies, equipment and modification of purchasing specifications
- Investigates and resolves procurement issues and complaints regarding the quality of products, delivery shortages, non-deliverables, damaged or duplicate orders and other order discrepancies with vendors, warehouse staff and end users
- Maintains a variety of purchasing records, reports and files, including databases relating to fixed assets and surplus inventory
- Assists in evaluating and selecting materials to replenish or expand District stock
- Monitors stock levels to meet and be consistent with school requirements and physical limitations of storage facilities
- Answers inquiries from District staff regarding purchasing procedures
- Provides documents for accounts payable
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Formal coursework or formal training (i.e., vocational or college) in business or public administration or a related field is preferred.

Experience: Three (3) years of paid experience in purchasing, inventory control or other related fields such as accounting or business services. Two (2) years (i.e., 60 semester or 90 quarter units) of college

coursework relevant to the position may be substituted for one year of the required professional experience. School district or public sector purchasing experience is preferred.

Knowledge of: Principles, practices, methods and legal requirements relating to public sector purchasing; modern purchasing and stores procedures, including receiving, inspecting, handling, storing and distributing materials; provisions of the Education, Public Contract, Government and Civil Codes of the State of California pertaining to purchasing; the use and application of computer software applications, such as Microsoft Office Suite; standard purchasing terminology and procedures; knowledge of English grammar and arithmetical calculations.

Ability to: Assist in researching and preparing specifications; review and analyze bids; utilize sound business judgment regarding the quality and quantity of materials and supplies; interpret and apply District policies, laws, rules and regulations affecting the District purchasing activities; understand practical necessity of rules and ethical guidelines; establish and maintain cooperative and effective working relationships with others; make arithmetic calculations with speed and accuracy; make appropriate recommendations concerning the utilization of commodity sources; understand, follow and carry out District regulations and procedures, as well as oral and written instructions; effectively communicate orally and in writing; find and gather accurate sources of information in order to complete assigned tasks; stay up-to-date with changes in laws and regulations related to business services provide quality customer service; effectively adapt to changes; take initiative; accurately attend to detailed work; effectively manage multiple work assignments in order to meet deadlines.

License: Possession of a Class C California Driver's License.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: While the job incumbent works in an office environment, this position is in direct contact with the public and other employees through telephone, electronic mails and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job class perform additional duties and additional duties may be assigned.

Buyer	Personnel Action	Personnel Action Date
	Adopted by the Personnel Commission:	09/11/1995
	Revision Approved by the Personnel Commission:	10/19/2015