COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR BUYER

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Warehouse and/or assigned supervisor, perform complex and responsible purchasing and technical duties in the purchase of District supplies, materials, equipment and services; obtain quotes, prepare bids and review purchase orders and specifications; oversee the operations and activities of the Purchasing Department; order and approve the purchase of items in accordance with policies and procedures; maintain purchasing data and records; process and monitor current vendor contracts; conduct staff training and provide work direction to assigned department staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Develop, review and process bids, purchase orders and requisitions for a variety of school supplies, materials, services and equipment; review and verify accuracy and completeness of requisitions; assure the smooth and timely delivery of goods and services to sites and departments.

Prepare and issue purchase orders; prepare and write specifications for bids, receive bids, tabulate and analyze data; prepare formal bids in assigned categories; assure compliance with applicable laws, regulations, policies and procedures; process requisition lists to determine and establish purchase order procedures.

Conduct staff training related to purchasing system operations as assigned. Devise, coordinate, update and distribute training session materials related to the Purchasing, Stores and Account Look-up system operations.

Oversee general work assignments and provide work direction to assigned purchasing staff as needed; provide recommendations to develop work flow procedures for staff to assure purchasing department assignments function efficiently and appropriately; provide input regarding interviews and evaluations as requested; provide technical support to other departments and District staff.

Serve as the Purchasing software program system administrator; maintain and administer the District's Purchasing database use and functions; assign, monitor and establish positions assigned to District users within the assigned software program; reset staff passwords as necessary. Troubleshoot and resolve system and staff purchasing software issues by working with County program administrators; attend and host meeting related to the purchasing system as needed.

Locate sources of supply, compare costs, and evaluate quality and suitability of supplies, materials and equipment by keeping abreast of current and long range market trends and probable availability of materials and supplies.

Research and evaluate sources of supply; obtain written or verbal quotations from vendors; prepare and evaluate formal bid specifications and contracts as assigned; write and solicit bids and/or locate useable piggyback bids to procure items for the District; assure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.

Recommend supplier to be awarded based on price and conformance to specifications; prepare, maintain and update vendor lists and applications; determine awards based on price, availability, warranty, funding and other factors involved in procurement process.

Maintain appropriate levels of regular store stock items; prepare quotations when inventory falls below pre-determined stock levels as required.

Conduct and analyze equipment and supply bids, quotations, and make recommendations on the award of contracts; meet and work with vendors to place orders, screen new products and equipment.

Assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations; communicate with vendors to rectify discrepancies in invoices, statements, credits and deliveries; communicate with District personnel to assure proper receipt of goods.

Interview vendors regarding new merchandise and new sources of supply; analyze quotes for price, delivery and compliance with specifications; negotiate pricing, terms and conditions with vendors according to approved District policies and procedures;; follow up on delayed shipments, discrepancies and damaged deliveries; contact vendors to obtain credit and other required information.

Prepare and maintain a variety of reports, records and files related to inventory and assigned activities; prepare and submit a variety of contracts in accordance with District policies and procedures; update warehouse catalogs as needed.

Prepare a variety of correspondence related to the purchasing function including memoranda, correspondence, bulletins and cancellation notices; prepare, format, proofread records, reports or related materials; establish and maintain filing systems; receive and screen telephone calls and emails.

Monitor the needs of the department and report staffing concerns, equipment needs and recommendation to the Director; assist the Director with complex work projects, public work projects and requests for information as directed.

Type and input data into an assigned computer system including new vendor information, reports, records, lists, requisitions, documents and related data; generate information for required reports; review reports for accuracy.

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchase orders, product descriptions, invoices, statements, deliveries, prices and payments.

Obtain certificate of insurance from suppliers and vendors as needed; assist with maintenance of the vendor insurance database.

Navigate and maintain various Districts online purchasing portals and vendor issued software programs; ensure applicable bid data and pricing is uploaded and applied within vendor portals as needed.

Assist with identifying fixed assets.

Utilize Standard Account Code Structure (SACS) to ensure Fiscal procedures are followed; adhere to Federal Funding guidelines for federally funded purchases.

Establish and oversee various District store credit cards to ensure best practices are followed and users are authorized; communicate with vendors to resolve in store discrepancies at time of purchase and resolve credit issues as necessary.

Maintain and distribute information relating to the purchasing and warehouse departments using various communication methods including posting to and maintenance of the Purchasing page on the District website.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work and to travel to various stores to procure items.

Attend a variety of meetings, conferences, workshops, vendor shows and in-service trainings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, methods, practices, and legal requirements of public school District purchasing.
Types and sources of supplies, materials and equipment used in a school district.
Purchasing procedures, terminology and inventory control and warehousing methods and procedures.
Current market trends for assigned commodities, product information and sources of supply.
District organization, operations, regulations, policies and objectives related to position.
Modern office practices, procedures and equipment.
Technical aspects of researching, comparing and purchasing District supplies, materials and equipment.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures related to purchasing policies and procedures including OSHA and chemical guidelines.
Standard Account Code Structure (SACS)
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping techniques.
Basic research methods.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:
Perform difficult complex clerical work in the procurement of supplies, goods, services and equipment for the District.
Collaborate with the planning, developing, organizing, preparing, processing, collecting and replying to requests for information and the evaluation and execution of the competitive bid process.
Organize and coordinate purchasing activities and processes.
Contact vendors and obtains quotations.
Assure compliance with legal codes and laws pertaining to procurement.
Process contracts for goods, equipment and services.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Examine and evaluate products and services.
Establish and maintain cooperative and effective working relationships with others.
Conduct staff training related to purchasing system operations as assigned.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Learn, follow, apply and explain rules, regulations, policies and procedures.
Type and input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Education: High school diploma or equivalent and an associate's degree with major coursework in accounting, business, finance, purchasing or related field.

Experience: Four years of experience in the purchasing of supplies and equipment including at least one year of experience at the level of a Buyer.

Any other combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.