COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties in the purchase of District supplies, materials, equipment and services; obtain quotes, process bids and review purchase orders and specifications; order items in accordance with District policies and procedures; maintain purchasing data and records; process and monitor current vendor contracts; conduct staff training related to purchasing system operations as assigned.

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; assist school sites with requisition discrepancies.

Assist in the determination of sources of supply; obtain up-to-date prices, detailed specifications and shipping and delivery information.

Prepare and issue purchase orders; receive bids, tabulate and analyze data; assure compliance with applicable laws, regulations, policies and procedures; process requisition lists to determine and establish purchase order 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 assigned warehouse stock; process warehouse orders; prepare quotations when inventory levels fall below pre-determined minimum levels.

Conduct staff training related to purchasing system operations as assigned.

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 and deliveries; receive process and approve forms for items to be returned to vendors; track replacement items; 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; 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; update warehouse catalogs; prepare and submit a variety of contracts in accordance with District policies and procedures.

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; perform research and compile information.

Perform a variety of clerical duties in support of an assigned program including typing, filing, duplicating and distributing materials; prepare, format, proofread records, reports or related materials; establish and maintain filing systems; receive and screen telephone calls and emails.

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.

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.

Establish and maintain the Districts online purchasing portals; communicate ongoing software updates to District staff.

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.

Assist Asset Manager with identifying fixed assets.

Coordinate travel arrangements for District staff as appropriate.

Obtain certificate of insurance from vendors as needed.

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.
Basic 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.

Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures related to purchasing policies and procedures.
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 bids meet established criteria and regulations.
Process contracts for goods, equipment and services.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
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.
Accurately type and input data.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in accounting, business, finance, purchasing or related field is desired.

Experience: Three years increasingly responsible experience in the purchasing of supplies and equipment.

Any 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.