



Date Adopted: 2/16/10

Range:

Classified: CSEA

Job Description **BUYER**

BASIC FUNCTION

Under general supervision procure and purchase goods, materials, supplies and equipment in assigned commodity areas; perform the complex and technical functions of the buying process; assist in the organization and coordination of the purchasing operations.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Purchase goods, materials, supplies and equipment within specific commodity areas, utilizing predetermined specifications.
- Prepare or assist in the preparation of bid documents from draft materials.
- Contact vendors and invite quotes and bids.
- Organize and coordinate the bid acceptance and opening process.
- Review requisitions and obtain vendor and manufacturer representative information relative to price, product quality, service and delivery times.
- Compare and analyze quotes and bids; recommend product and service awards.
- Prepare and maintain standard purchasing and supply lists.
- Assist in the planning, development, coordination and implementation of a master-buying calendar.
- Confer and counsel with District personnel and vendors concerning quality of supplies, goods, equipment and the development and modification of purchasing specifications.
- Assist in the preparation of product and service contracts.
- Negotiate with vendors and manufacturer representatives in order to obtain an advantageous supply and purchase price.
- Conduct necessary follow-up activities to finalize purchase order transactions.
- Establish and maintain a variety of records in order to evaluate new and alternative commodity sources of supply.
- Attend District meetings.
- Provide follow-up investigations of complaints and make appropriate recommendations.
- Prepare periodic reports regarding purchasing activities.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of purchasing goods, supplies, materials and equipment for an education agency.
2. Sources of commodities, supplies and marketing trends.
3. Automated financial and purchasing records and database systems.

4. Organization and coordination techniques utilized in the purchasing, warehouse and distribution functions.
5. Standard purchasing terminology, specification development and bidding procedures.
6. Modern office methods and equipment, computers and application software.

Ability to:

1. Interpret and apply laws, rules and regulations, and policies pertaining to school district purchasing functions.
2. Make mathematical calculations with speed and accuracy.
3. Establish and maintain a variety of specialized and complex records, files and operational systems.
4. Communicate both orally and in writing in a clear and concise manner.
5. Understand and carry out oral and written directions.
6. Establish and maintain cooperative and effective working relationships.
7. Learn, interpret and apply policies, rules and regulations, and operational procedures.

EXPERIENCE

Five (5) years of increasingly responsible experience involving the purchasing activities of a public or educational agency.

EDUCATION

High school diploma or equivalent is required. Training or coursework purchasing, business practices or a closely related field is preferred. An Associate Arts Degree is highly desirable.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be primarily an indoor office work environment.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

Lift, carry, push and/or pull items with a strength factor of light work.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate equipment.

Stand and walk.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Climb a step stool/ladder and reach above shoulders.

Hazards:

None identified.