

BUYER

CLASS SUMMARY

Under general direction; procure supplies, equipment and services at competitive pricing within Education Codes, public contract codes, board policies and all other legal requirements that meet bond, federal, special projects and general account deadlines; reviews and analyzes purchase requisitions; obtains price quotations; prepares and writes specifications for bids; evaluates and recommends award of bids; interviews sales representatives; follows up on late orders and incorrect deliveries; interacts with Accounts Payable to resolve invoice discrepancies; coordinates District field trips with bus transportation companies; assures compliance with District insurance requirements and follows up on complaints regarding field trips; performs related duties as required.

REPRESENTATIVE DUTIES

Procure supplies, equipment and services at competitive pricing within ed codes, public contract codes, board policies and meeting all legal requirements in order to satisfy bond, federal, special projects and general account deadlines and criteria; Research and locate hard-to-find commodity items; Reviews, researches and processes purchase requisitions for materials, supplies, equipment, and services for District use; develop technical specifications for informal quotations and formal bids; analyze and award informal quotations; evaluate and recommend award of bids to the Board of Trustees; determines sources of supply, quality, value, cost volume, and interpretations of specifications; determines purchase requisition process assists the Director in bid openings; analyzes and evaluates bids received and prepares complex bid tabulations; recommends (to the Director of Purchasing) and prepares award of bids and completes contract documents in accordance with established procedures and state and District regulations; organize and implement online office supply ordering system; coordinates District field trips with bus transportation companies; assures compliance with district insurance requirements and follows up on complaints filed by the District; establishes and maintains effective relationships with vendors and sales representatives; recruit, interview, recommend and foster relationships with vendors and advises them of District purchasing procedures and education codes; provides assistance to District personnel in the selection of equipment and supplies; stays current concerning new products and methods; maintains current vendor catalogs and price data; maintains bidding documents; files; prepares various reports; investigates and responds to complaints from school personnel regarding quality or condition of goods received; advises users on acceptability and toxicity of items; performs related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated supervisor/administrator and coordinates closely with requesting offices to ensure proper and timely purchasing services. This class may direct the work of other staff and part-time help.

BUYER (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to an AA degree including college courses in accounting and three (3) years of progressively responsible clerical and office experience in a purchasing environment.

Knowledge and Abilities

Knowledge of analysis of bids; purchasing principles and practices for a variety of supplies and equipment; preparation of informal quotations and formal bids and related procedures; practices and regulations governing public and educational procurement; modern office practices, procedures and equipment; general materials, commodities and sources of supplies, materials, and equipment used in a school district; financial and inventory record keeping procedures; operation of a PC computer; current prices, market practices and trends for a wide range of commodities used by the District; English grammar, composition and vocabulary; arithmetic; principles of public relations.

Familiarity with state laws related to purchasing; policies and procedures; timely bidding schedules and practices; sources of information for buying, including legal sources.

Ability to negotiate and exercise sound judgment in the purchase of a variety of materials, supplies and equipment; establish and maintain cooperative working relationships with vendors and District employees contacted in the course of work; write and prepare specifications and bidding documents; project timely schedule; research materials for purchase; analyze situations accurately and adopt an effective course of action; interpret, apply and explain rules, regulations, policies and procedures; plan and organize work; assume responsibility for schedules, reports, and general flow of a volume of activity; work confidentially with discretion; develop and maintain records and files and make arithmetic calculations quickly and accurately; learn the operation of an automated purchasing system and microcomputer equipment including word processing, spreadsheet, and database software communications and working relationships with others; learn and apply technical and legal procedures, policies and regulations; work independently.

Skills: Proficiently operate calculator and microcomputer equipment.