

BUYER

BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, provide procurement services to individuals, schools and departments related to the acquisition of goods and services in support of educational programs in the district; implement, monitor and assure compliance with district policies, procedures, laws and regulations related to the acquisition of goods and services. Incumbents may provide work direction to purchasing staff on special projects.

REPRESENTATIVE DUTIES:

- Provide procurement services to individuals, schools and departments related to the acquisition of goods and services in support of educational programs within the district. **E**
- Implement, monitor and assure compliance with district policies, procedures, laws and regulations related to the acquisition of goods and services. **E**
- Write specifications and requirements for written quotes for computers, peripherals, AV equipment and other classroom equipment and furniture as required. **E**
- Request quotations, evaluate responses and make awards to vendors for goods or services according to established guidelines. **E**
- Develop specifications and requirements for public bid procurement for materials and equipment; develop Terms and Conditions for specific public bid auctions in accordance with the requirements of the district, current laws and regulations. **E**
- Conduct interviews with current and new vendors for technology changes, new products and pricing information. **E**
- Operate a variety of standard office equipment including typewriter, calculator, computer terminal, fax, and other office equipment as assigned. **E**
- Communicate with various district and accounting personnel to exchange information, resolve discrepancies and correct errors. **E**
- Maintain a variety of records, files and catalogs related to the district purchasing function including vendor files and requisition logs; maintain warehouse inventory. **E**
- Train and provide work direction to purchasing staff on special projects. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Codes, laws and regulations related to acquisition of goods and services.

Research procedures, compare alternative methodologies, select efficient/effective procedures, document, implement, audit compliance, recommend changes as required.

Computers and configurations and task accomplishment application software.

Principles and practices of administration and training.

Modern office practices, procedures and equipment.

Financial and statistical recordkeeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Learn and apply policies, practices and terminology used in purchasing supplies and materials for a school district.

Perform comparative item and systematic price/cost analysis.

Develop, document, implement and monitor procedures.

Operate a computer and various software programs.

Maintain inventory, records, and prepare reports.

Train personnel.

Plan and organize work.

Meet schedules and timelines.

Establish and maintain cooperative and effective working relationships.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible clerical and record-keeping experience, including three years in a purchasing or accounting office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office environment; constant interruptions.

Driving a vehicle to conduct work; during adverse weather conditions.

Fumes, dust and odors.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials and inspect orders.

Dexterity of hands and fingers to operate a computer keyboard, warehouse equipment and tools.

Lifting, carrying, pushing or pulling heavy objects.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders to reach warehouse stock.

Sitting or standing for extended periods of time.

9/21/01

SMJUHSD

Range 22