

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: BUYER**

#### **BASIC FUNCTION:**

Under the direction of the Director, Business Services, or designated administrator, performs 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; processes and monitors current vendor contracts; conducts staff training related to purchasing system operations as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists with bidding process, requests for proposals and contracts for vendor performance and compliance within established limits; prepares bid packages; recommends vendors and supports bid opening process.

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

Contacts vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary; follows up on delayed shipments, discrepancies and damaged deliveries.

Maintains appropriate levels of regular store stock items; maintains accurate description of stock and other information; prepares quotations when inventory falls below pre-determined stock levels; assists in end of year inventories of District goods; assists with receiving for non-stock purchase orders.

Operates a variety of office equipment including a calculator, copier, computer and assigned software; drives a vehicle to conduct work.

Orders services, supplies and equipment in accordance with established policies and procedures; awards bids or quotes and prepare purchase orders; contacts other departments to assure receipt of ordered goods.

Performs a variety of technical duties involving the purchase of services, supplies and equipment; assures the smooth and timely delivery of goods and services to schools and departments.

Performs duties related to stock maintenance including quantity assessment, replenishment, maintaining item information, preparing requisitions, and print shop requests according to established procedures.

Prepares a variety of correspondence related to the purchasing function including correspondence, bulletins and cancellation notices; maintains a wide variety of District service contract agreements.

Prepares and maintains a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices and assigned activities.

Prepares and issues purchase orders; prepares and writes specifications for bids, tabulates and analyzes data; processes requisition lists to determine and establish purchase order procedures.

Receives, reviews and processes purchase requisitions; assures accuracy and completeness of order information and proper signatures; inspects orders for accuracy and completeness regarding account coding and cost calculations.

Researches and evaluates sources of supply; obtains written or verbal quotations from vendors; processes and evaluates formal bid specifications and contracts as assigned; ensures compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.

Resolves complaints and provides customer service including order status and assisting with requisitions as assigned; provides pricing and supplier options and coordination of returns.

Trains and provides work guidance to assigned personnel as directed.

Type and inputs purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity and other required data; compiles data; generates purchase orders and submits for approval as necessary; maintains automated records as appropriate.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures related to purchasing policies and procedures  
Arithmetic calculations.  
Basic purchasing procedures, terminology and inventory control and warehousing methods and procedures  
Basic research methods.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Current market trends for assigned commodities, product information and sources of supply.  
District organization, operations, regulations, policies and objectives related to position.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Principles, methods, practices, and legal requirements of public school District purchasing  
Record-keeping techniques.  
Telephone techniques and etiquette.  
Types and sources of supplies, materials and equipment used in a school district.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.  
Assure bids meet established criteria and regulations.  
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.  
Communicate effectively both orally and in writing.  
Conduct staff training related to purchasing system operations as assigned.  
Contact vendors and obtains quotations.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Learn, follow, apply and explain rules, regulations, policies and procedures.  
Meet schedules and timelines.  
Operate a computer and assigned office equipment.  
Organize and coordinate purchasing activities and processes.  
Perform a variety of duties in the procurement of supplies, goods, services and equipment for the District.  
Perform arithmetic calculations quickly and accurately.  
Plan and organize work.  
Process contracts for goods, equipment and services.  
Type and input data at an acceptable rate of speed.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level coursework in accounting, business, finance, purchasing or related field and three years increasingly responsible experience in the purchasing of supplies and equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job-related proficiency test.  
Valid California Class C Driver's License and evidence of insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to file materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.  
Sitting for extended periods of time.

HAZARDS:  
Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 6/27/11, 9/28/17