



For the future of every student

**CLASS TITLE: BUYER**

**BASIC FUNCTION:**

Under the direction of the Director-Purchasing, perform a variety of technical duties involved in the purchasing of various supplies, materials and equipment for the District; prepare, process, verify and evaluate related purchase orders, requisitions and information; research and obtain related bids, quotes, pricing and product information.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of technical duties involved in the purchasing of various supplies, materials and equipment for the District; assure smooth and timely delivery of goods; assist in assuring compliance with established laws, regulations, policies and procedures.

Receive, review and process requisitions; verify accuracy and completeness of order information and compliance with established standards and regulations; inspect orders for accuracy and completeness regarding cost calculations and addresses; prepare purchase orders for approval.

Research and evaluate vendors and other sources of supply; request and obtain written or verbal quotations and bids; confer and negotiate with vendors and other agencies concerning price, specifications, product information, availability, deliveries, shipping and other related matters.

Initiate and receive phone calls concerning purchasing functions; receive and respond to requests for products and related information; contact other departments to assure receipt of ordered goods; follow up on delayed shipments, discrepancies, order status and returns.

Order supplies, materials and equipment in accordance with established policies and procedures; utilize internet and catalogs in researching product and pricing information; compare and evaluate quotations; select and recommend vendors according to price effectiveness and product quality.

Input a variety of purchasing information into an assigned computer system including vendor information, prices, quantity and other required data; develop spreadsheets, maintain automated records and generate purchase orders, reports and other computerized documents.

Prepare, distribute and respond a variety of correspondence related to assigned purchasing functions such as RFQ's, letters, requests and e-mail; duplicate, file and distribute purchase orders to appropriate personnel and vendors; receive, sort and distribute mail as assigned.

Inspect products to assure proper quality, quantity and compliance with purchase order specifications as required; resolve purchase order, vendor, warehouse, accounting, delivery and other issues and discrepancies.

Monitor and maintain appropriate inventory levels of regular store stock items in accordance with District needs; review inventory records and re-order reports, estimate supply needs and place orders to maintain adequate supply of stock.

Assist in the preparation and processing of bid specifications; compile, assemble, prepare and distribute related packets, information, vendor lists and materials; verify vendor compliance with bid requirements and specifications; recommend bid awards to appropriate suppliers.

Compile information and prepare and maintain various records, lists and reports related to purchase orders, transactions, vendors, stock and assigned activities; compile lists of purchase order transactions for Board agenda items as assigned..

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Research and maintain current knowledge of new products, services and sources of supply useful to the District.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Purchasing policies, practices, procedures and terminology.

Local vendors and sources of supply.

Technical aspects of researching, comparing and purchasing materials, supplies and equipment.

Marketplace and commodity prices and practices.

Use and terminology of requisitions, purchase orders and other purchasing documents.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

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

Data control procedures and data entry operations.

Mathematical computations.

**ABILITY TO:**

Perform a variety of technical duties involved in the purchasing of various supplies, materials and equipment for the District.

Prepare, review, verify and process purchasing forms and documents including requisitions and purchase orders.

Research and evaluate sources of supply.

Obtain verbal and written price quotations and product information.

Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Order items and services in accordance with established policies and procedures.

Select and recommend vendors according to price effectiveness and product quality.

Identify, investigate and resolve discrepancies.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Perform mathematical calculations with speed and accuracy.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and three years experience involving work with purchasing functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**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.