

JOB TITLE: BUYER

BASIC FUNCTION

Under the direction of the Director of Purchasing, purchases assigned groups of materials, supplies, or equipment, according to standard specifications.

ESSENTIAL JOB FUNCTIONS

- Purchases materials, supplies and equipment utilizing predetermined specifications
- Reviews requisitions and obtains price quotes
- Interviews vendors to obtain information relative to price, product quality, service and delivery date
- Maintains a variety of records and files
- Monitors and maintains warehouse inventory stock as required
- Confers with District personnel, manufacturers' representatives, and others concerning quality of supplies, goods, equipment and the modification of purchasing specifications
- Follows up on purchase orders, investigates complaints and secures adjustments
- Types correspondence and a variety of documents in the course of duties performed
- Requests and maintains insurance certificates and field contracts from vendors and/or contractors
- Contacts vendors for information and to invite quotations and bids
- Compares and analyzes quotations and bids, and recommends the award of contracts
- Assists in the preparation and maintenance of standard purchasing and supply lists
- Prepares warehouse bids from draft material
- Assists in the development of the District buying calendar
- Maintains District's fixed assets
- Assists with conference requests for regular employees and completing necessary materials; processes requests for funds according to established procedures
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate standard office equipment including use of computer applications
- Use correct English in both written and verbal form, spelling grammar and punctuation
- Perform basic arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students and the public
- Type and input data at an acceptable rate of speed
- Communicate effectively in writing and orally to staff members and administrators

Knowledge of:

- Principles, methods, and techniques of purchasing supplies, materials and equipment
- Supplies, materials and equipment sources and vendor lists
- Financial and purchase order maintenance systems

Ability to:

- Interpret and apply laws, District policies, and rules and regulations affecting the District purchasing activities
- Make mathematical calculations with speed and accuracy
- Establish and maintain a variety of records and files
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Work courteously, tactfully and effectively with co-workers and public
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Prioritize needs and solve problems independently as appropriate

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)
- Sitting for extended periods of time
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Dexterity of hands and fingers to operate office equipment
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Two years of experience involving purchasing activities for a public or educational agency.

Education:

Equivalent to graduation from high school, including or supplemented by training or coursework in office practices, purchasing, or a related field.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- A valid California Class C driver’s license
- Insurability by the District’s liability insurance carrier