



Sequoia Union High School District

Job Description

JOB TITLE:	Buyer
REPORTS TO:	Director of Purchasing
CLASSIFICATION:	Classified
SALARY SCHEDULE:	15.0
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to perform varied and responsible technical and clerical purchasing functions in the timely and economic acquisition of supplies, materials and equipment; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Under general supervision, incumbents perform the full range of duties related to the district's purchasing activities with a high degree of independent judgment. This class is distinguished from the Senior Buyer class, which is a lead and advanced journey-level class performing the more complex and technical aspects of purchasing.

EXAMPLES OF DUTIES

- Prepares bid specifications, distributes bids, evaluates responses, and selects vendors for purchasing of District supplies, equipment, furniture, materials and services;
- Requests quotes and negotiates with vendors and suppliers for optimal price, quantity, and quality terms; monitors vendor performance and resolves routine problems;
- Reviews requisitions for accuracy and conformance with policies, gathering additional information as necessary; determines sources of supply, and prepares, places and monitors purchase orders; expedites orders;
- Researches discrepancies or problems and ensures compliance with district purchasing policies and procedures; acts as liaison and resource for district staff, purchasing cooperative members, warehouse, and vendors;
- Gathers and reviews information on new merchandise and sources of supply; arranges for samples and demonstrations; evaluates new products for quality and safety;
- Establishes and maintains detailed files and records relating to purchasing activities; prepares

- reports, correspondence and related documents;
- Assists in the development and maintenance of lists, catalogs, brochures and other information regarding available products and services;
- May perform specialized duties and/or advise district staff regarding assigned purchasing area(s);
- Operates a variety of office equipment and performs filing, typing, and related clerical tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of purchasing in a public agency, including preparation of specifications, development and evaluation of bids, and negotiation with vendors.

Applicable laws, codes, regulations and policies.

General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

Evaluating bids and making appropriate decisions.

Negotiating with vendors on matters of availability, price, and service.

Gathering, reviewing and evaluating data and information for compliance with established procedures and controls.

Identifying, comprehending and resolving discrepancies.

Working independently and using sound judgment within the framework of policies, procedures and guidelines.

Establishing and maintaining accurate records, files, and reports.

Operating standard office equipment including computers and adding machines with speed and accuracy.

Reading and writing at a level sufficient for successful performance of required duties.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, supplemented by college coursework in accounting or business, and four years of responsible technical work which has involved the purchasing of supplies, materials, equipment and/or services.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both

single sheets of paper and large document holders (binders, manuals, etc.).

- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.