

BUYERDEFINITION

Under general direction, to purchase school supplies and equipment in accordance with established procedures, to perform specialized clerical work, to supervise procedures and functions of the Purchasing Department in the absence of the Purchasing Supervisor, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position is responsible for the complete purchasing cycle for a wide variety of supplies, materials, and equipment. It involves numerous contacts with outside agencies and school administrators requiring a high degree of competence in the technical, ethical, and legal aspects of public procurement.

ESSENTIAL FUNCTIONS

Supervises preparation of specifications for bidding process, secures prices, estimated or actual, of items for budget and accounting purchases.

Recommends the purchase of items of supplies, services, and equipment with due consideration given to quality, price, and delivery.

Interviews sales representatives.

Aids schools and departments in securing special items required for specific use.

Develops sources of supply.

Develops and maintains bid mailing list.

Analyzes bids and makes recommendation of bid awards to Purchasing Supervisor.

Monitors purchase order for legal compliance for vendors (FID, MSDS).

Coordinates telephone service requests from school sites for district telephone system and equipment.

Prepares special and/or periodic reports regarding purchasing activities.

May supervise other employees in absence of Purchasing Supervisor.

Performs clerical and technical purchasing procedures.

Operates standard office equipment.

QUALIFICATIONSKnowledge of:

Purchasing procedures; financial record keeping; modern office methods; technical and legal aspects of public procurement relating to Public Contract Codes, Education Code and District Admin. Regulations.

Ability to:

Learn the requirements of the Education Code regarding purchasing procedures; learn and apply established school district policies; prepare and maintain accurate and complete records and reports; perform arithmetical calculations rapidly and accurately; represent and act for the Purchasing Supervisor in the event of absence; work cooperatively and effectively with school district personnel and sales representatives; type at the rate of 45 words per minute from clear copy.

Experience:

Five years of office and accounting experience with at least two (2) years in public school district purchasing.

Education:

Equivalent to completion of the twelfth grade.

Revised: 11/17/86