

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR BUYER**

#### **BASIC FUNCTION:**

Under the direction of the Director of Purchasing and Business Support Services, provide an efficient centralized procurement service to District schools, divisions, departments and offices consistent with budgetary limitations, sound business management principles and requirements of federal and State laws; assure the funds of the District are prudently and legally expended and assure maximum value is received in support of the instructional program; research and obtain price quotations and bids; provide work direction and guidance to assigned staff.

#### **DISTINGUISHING CHARACTERISTICS:**

The Senior Buyer classification performs the more complex buying activities and is assigned to research and purchase the more complex items. Incumbents also process and monitor District services such as bids and contract and license renewals. The Buyer classification is responsible for the acquisition of supplies, equipment and commodities for the District. Incumbents research prices, obtain quotes and prepare purchase orders.

#### **REPRESENTATIVE DUTIES:**

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

Receive and review requisitions; determine appropriate method of procurement such as standard purchase, bid or contract; conduct purchasing transactions in accordance with District policy and applicable federal, State and local laws; prepare, review and revise specifications for supplies, equipment and services.

Collect bid data; prepare complex bid specifications; invite bids and validate bid responsiveness; compare and analyze bid quotations, verify licenses; contact references; verify receipt of bonds and insurance documents related to bid; recommend award and administer contract award; provide bid information for cooperative bidding requirements.

Conduct follow-up on overdue orders; investigate and resolve problems related to shipment discrepancies.

Operate a computer to enter and retrieve data from a computerized system including on-line ordering via the internet with vendors offering e-Commerce; assure compliance with District rules and regulations related to on-line orders; locate new products/vendors via the internet; assist other staff with on-line ordering.

Prescreen and qualify vendors; negotiate pricing and discuss method of shipping, delivery time and other related information with vendors; create and maintain accurate vendor records.

Serve as a resource for services, equipment and supplies required by the District; provide information and assistance to District personnel; communicate with District personnel regarding

quality and utility requirements of supplies and equipment, and modification of technical specifications.

Prepare and maintain accurate documentation and files regarding purchasing activities and actions; maintain inventory list of cell phones, pagers and other electronic equipment; maintain approved caterers list.

Operate standard office equipment as assigned including a copier, calculator, facsimile, telephone and computer peripherals.

Provide work direction and guidance to assigned staff.

**OTHER DUTIES:**

Schedule the repair and maintenance of equipment and materials in accordance with District policy.

Maintain current knowledge of new technology, products, trends and market conditions.

Assist with annual warehouse physical inventory.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District purchasing policies and procedures.

Bid specification preparation.

Applicable sections of State Education Code and other applicable laws.

Local vendors and sources of supply.

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

Record-keeping and report preparation techniques.

Operation of a variety of office equipment including a computer terminal and assigned software.

Research methods.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Telephone techniques and etiquette.

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

**ABILITY TO:**

Perform technical duties in the purchase of District supplies, equipment and services.

Prepare bid specifications.

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.

Research and obtain price quotations and bids.

Explain and apply policies, practices and terminology used in purchasing supplies and materials for a school district.

Operate a variety of office equipment including computer terminal.

Provide work direction and guidance to assigned staff.

Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written directions.  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Meet schedules and time lines.  
Work independently with little direction.  
Add, subtract, multiply and divide quickly and accurately.  
Type and input data at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in purchasing, business administration, accounting or a related field and two years experience in the purchase of supplies and equipment.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment

PHYSICAL DEMANDS:  
Sitting for extended periods of time.  
Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*