

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: BUYER

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Business Support Services, perform a variety of responsible technical duties involving the purchase of supplies, equipment and commodities for use by the District; research prices, obtain quotes and prepare purchase orders.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of responsible technical duties involving the purchase of supplies, equipment and commodities for use by the District according to established time lines; receive and assist in overseeing the storage of supplies, equipment and commodities.

Research and evaluate sources of supply; obtain written or verbal quotations from vendors and discuss availability and delivery time lines; prepare specifications and develop precise descriptions for materials to be purchased.

Receive, review and initiate purchase requisitions; prepare purchase orders according to established guidelines and regulations; send invoices to vendors; assure timely expedition of overdue purchase requisitions.

Maintain catalogs, vendor information and related source materials; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, delivery and vendor reliability

Review deliveries and invoices to assure accuracy and completeness; compare invoices with products received; resolve discrepancies and prepare related paperwork.

Communicate with District personnel, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Prepare and evaluate requests for quotations and formal bids as assigned; assure compliance with applicable laws, codes, rules and regulations related to formal or informal bidding procedures.

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

Prepare and maintain a variety of records and reports related to assigned activities; establish and maintain filing systems.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices and terminology.

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 a variety of responsible technical duties involving the purchase of supplies, equipment and commodities for use by the District.

Research prices, obtain quotes and prepare purchase orders.

Learn District purchasing policies and procedures.

Prepare bid specifications.

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

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.

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 one year 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