



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER

BASIC FUNCTION:

Under the direction of the Manager of Purchasing and Warehouse, perform a variety of technical duties involving the purchase of services, supplies and equipment for the District; obtain quotes, process bids and review purchase orders and specifications; order items in accordance with District policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involving the purchase of services, supplies and equipment for the District; assure the smooth and timely delivery of goods and services to schools and departments.

Research and evaluate sources of supply; obtain written or verbal quotations from vendors; process and evaluate formal bid specifications and contracts as assigned; assure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.

Receive, review and process purchase requisitions; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Order services, supplies and equipment in accordance with established policies and procedures; award bids or quotes and prepare purchase orders; assure compliance with bid specifications and formal or informal quotations; contact other departments to assure receipt of ordered goods.

Input purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity and other required data; generate purchase orders and submit for approval as necessary; maintain automated records as appropriate.

Contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary; maintain and update vendor catalogues and files; follow up on delayed shipments, discrepancies and damaged deliveries.

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchase orders, product descriptions, invoices, statements, deliveries, prices and payments.

Buyer - Continued

Prepare and maintain a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices and assigned activities.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Maintain appropriate levels of regular store stock items; prepare quotations when inventory falls below pre-determined stock levels.

Prepare a variety of correspondence related to the purchasing function including memoranda, correspondence, bulletins and cancellation notices.

Train and provide work direction and guidance to assigned personnel as directed.

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic purchasing policies, practices and terminology.
- Applicable laws, codes, regulations, policies and procedures.
- Local vendors and sources of supply.
- Technical aspects of researching, comparing and purchasing supplies, materials and equipment.
- Record-keeping and report preparation techniques.
- Operation of standard office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical computations.

ABILITY TO:

- Perform a variety of technical duties involving the purchase of services, supplies and equipment for the District.
- Research and evaluate sources of supply.
- Obtain verbal and written price quotations.
- Prepare, review, verify and process purchasing forms and documents.
- Order items in accordance with District policies and procedures.
- Maintain vendor lists and catalogs.
- Learn District organization, operations, policies and objectives.

Buyer - Continued

- Process bid specifications.
- Operate standard office equipment including a computer and assigned software.
- 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.
- Add, subtract, multiply and divide quickly and accurately.
- Type or input data at 50 words per minute from clear copy.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to bachelor's degree in business administration, accounting or related field and one year experience in the purchase of supplies and equipment.

LICENSES AND CERTIFICATES:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and Outdoor environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.