

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER I

BASIC FUNCTION:

Under the direction of the Director-Purchasing and Warehouse, procure supplies, equipment and services in accordance with established policies and procedures; prepare, advertise and follow instructions for bid specifications and quotations.

DISTINGUISHING CHARACTERISTICS:

The Buyer I classification procures supplies, equipment and services in accordance with established policies and procedures. Incumbents prepare, advertise and follow instructions for bid specifications and quotations. The Buyer II classification is a lead position responsible for exercising independent judgment in procurement of supplies, equipment, and services. Incumbents maintain the automated purchase order and warehouse inventory system and prepares specifications for bids.

ESSENTIAL FUNCTIONS:

Procure supplies, equipment and services in accordance with established policies and procedures; perform clerical work to prepare, advertise and follow instructions for bid specifications and formal/informal quotations.

Contact vendors by telephone or mail regarding discrepancies or other problems pertaining to purchasing; investigate complaints regarding damaged or substandard materials and coordinate the return unsatisfactory items.

Obtain current prices through catalogs, bid processes, telephone calls, correspondence or quotes from vendors.

Check purchase requisitions, quotations and bids for accuracy and completeness; verify shipping date of delivery and receipt of materials.

Assist in answering questions concerning items to be purchased and quantities to be ordered by District sites and departments.

Maintain and update specifications and catalog files; establish priority of orders.

Develop and maintain vendor records and files, including competitive bids.

Communicate with other departments, vendors and staff to exchange information and coordinate activities; follow up with departments to verify information and completeness of orders.

Operate a computer and assigned software; operate standard office equipment as assigned; drive a vehicle to various sites to conduct work.

Prepare special and/or periodic reports regarding purchasing activities.

Interview sales representatives.

Maintain current knowledge of new products; schedule new product demonstrations by vendors; assist in preparing bid specifications, advertise and participate in bid procedures.

Assist in coordinating inventory and property control procedures.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing policies, practices and terminology.

Applicable laws, rules and regulations related to the school district purchasing operation.

Inventory methods and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Perform a variety of duties related to the purchasing of supplies, equipment and materials for the District.

Add, subtract, multiply and divide quickly and accurately.

Prepare and maintain a variety of records and files.

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

Communicate with vendors regarding problems and discrepancies pertaining to orders.

Establish and maintain cooperative and effective working relationships with others.

Prioritize purchasing needs.

Plan and organize work.

Meet schedules and time lines.

Prepare bid specification documents.

Communicate effectively both orally and in writing.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Move hands and fingers to operate a computer keyboard.

Sit for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two year of experience in a purchasing department.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office, warehouse and outdoor work environment.

Driving a vehicle to conduct work.