

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER II

BASIC FUNCTION:

Under the direction of the Director-Purchasing and Warehouse, exercise independent judgment in procurement of supplies, equipment, and services in accordance with established policies, procedures and state procurement laws; maintain automated purchase order and warehouse inventory system; prepare specifications for bids.

DISTINGUISHING CHARACTERISTICS:

The Buyer II classification is a lead position responsible for maintaining knowledge of state legal codes pertaining to district procedures and terminology; exercising independent judgment in procurement of supplies, equipment, services and the preparation of specifications for bids. The Buyer I classification procures supplies, equipment and services in accordance with established policies and procedures. Incumbents perform clerical work as assigned to prepare, advertise and follow instructions for bid specifications and formal/informal quotations.

ESSENTIAL FUNCTIONS:

Exercise independent judgment in procurement of supplies, equipment, and services in accordance with established policies, procedures and state procurement laws; recommend new or revised purchasing procedures; assist in development of District policies, administrative regulations and department procedures.

Oversee the warehouse inventory systems of the Department.

Prepare and maintain a variety of records and files related to the District purchasing function, inventory, purchase orders and requisitions; maintain warehouse inventory system; develop and prepare specifications for bids; maintain vendor lists, catalogs and brochures.

Coordinate inventory and property control procedures.

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

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

Conduct follow-up investigations of complaints and make recommendations to appropriate personnel; provide feedback regarding satisfaction of equipment to vendors.

Receive and review purchase requisitions for District standards and price verification; prepare periodic reports regarding purchasing activities; coordinate with the warehouse the receipt of incoming items.

Interview sales representatives and maintain current knowledge of new products; review new product demonstrations by vendors; prepare bid specifications, advertise and participate in bid procedures.

Represent purchasing department at District meetings regarding equipment for new schools, offices, classrooms and computer labs.

Assume the duties of the Director in the absence of the Director as required.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Local vendors, sources of supply, general business conditions and specific commodity trends related to purchasing.

Bid preparation procedures.

Writing skills to prepare clear concise specifications and reports.

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

Purchasing policies, practices and terminology.

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:

Apply established rules, regulations, policies and procedures related to the purchasing function.

Prepare, review, verify and process purchasing forms and documents.

Recommend new or revised purchasing procedures.

Maintain vendor lists, catalogs and brochures.

Expedite delivery of items and reconcile discrepancies in quality and quantity.

Prepare and write formal bid specifications.

Prepare and maintain a variety of records and files.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Sit or stand for extended periods of time.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and three years of experience in a purchasing department including some experience with an automated purchasing system.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office, warehouse and outdoor environment.
May be required to drive as needed.