



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>ASSISTANT BUYER</u></b>			
<b>DEPARTMENT/SITE:</b>	Purchasing Department or Child Nutrition Services Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	23 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director of Purchasing and Logistics or Director of Child Nutrition or assigned supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Perform a variety of technical duties involved in purchasing materials, supplies, equipment, and services for District schools and departments; process requisitions and prepare and distribute purchase orders. The incumbents in this classification assist in supporting students by researching, ordering, and providing the necessary supplies and equipment which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of technical duties involved in the purchasing of designated services, materials, and equipment for District schools and departments; prepare, process, and verify a variety of related forms and documents; use of eProcurement and vendor websites; assist in ensuring smooth and timely delivery of assigned District goods according to established policies and procedures.

Receive, review, prepare, and process requisitions; request and analyze quotes; review and inspect orders to ensure accuracy, completeness, and proper cost calculations as well as accuracy of addresses and vendor and product information; obtain correct information as needed; prepare and distribute purchase orders.

Input requisition, purchase order, and a variety of other data into an assigned computer system; maintain automated records and files; initiate queries, develop spreadsheets, and generate purchase orders and computerized documents and reports; monitor and follow up on purchase order status.

Order/procure supplies, materials, equipment, and stock in accordance with established policies and procedures; verify accuracy of delivery information, product, and quantity; follow up on purchase orders and assist with coordinating deliveries as needed.

Distribute, collect, process, and review documents for accuracy, completeness, and proper authorization and supporting documents; identify, investigate, and resolve problems and discrepancies related to purchase orders, requisitions, and related documents.

Maintain contact with staff, vendors, independent contractors, and others to resolve issues, errors, and discrepancies related to purchase orders, deliveries, shortages, and damaged goods; follow up on delayed shipments, discrepancies, and order status; contact other departments to ensure receipt of ordered goods.

Compile information and prepare and maintain a variety of records, reports, and files related to purchase orders, requisitions, inventory, products, and assigned duties; duplicate and distribute purchasing materials to appropriate vendors and departments.

Monitor and maintain appropriate inventory levels of warehouse stock items in accordance with District needs; estimate supply needs and place orders to maintain adequate supply of stock; process and follow up on backorders as required.

Serve as an informational resource to school site personnel concerning purchasing and other assigned functions; respond to inquiries and provide information concerning related practices, policies, and procedures; research and notify staff of purchase order and delivery status as requested.

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

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

Perform a variety of clerical duties in support of purchasing activities; initiate, receive, and route telephone calls; greet and assist visitors; prepare and distribute a variety of correspondence; receive, sort, and distribute mail as required.

Research new products for potential use by the District; research and obtain quotations and proposals from vendors; meet and confer with vendors regarding products and pricing information; maintain and update catalogs and vendor and product lists.

Compare and reconcile invoices, requisitions, purchase orders, records, reports, and other documents to ensure accurate purchasing transactions.

Revise purchase orders in response to cancellations, overages, and other issues as needed.

Assist in preparing documentation for bids including specifications, usages, and other relevant information.

Monitor awarded vendors to ensure compliance with bid terms.

Prepare expense reports for authorized purchases on District credit card; input into tracking software.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Purchasing practices, procedures, and terminology.

Supply chain.

Use and terminology of requisitions, purchase orders, and other purchasing documents.

Record-keeping and report preparation techniques.

Inventory practices and procedures.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Data control procedures and data entry operations.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Mathematical calculations.

**ABILITY TO:**

Perform a variety of technical duties involved in the purchasing of designated supplies, materials, and equipment for the District.  
Process requisitions and prepare and distribute purchase orders.  
Order items and services in accordance with State/Federal regulations and with established policies and procedures.  
Review and inspect orders to ensure accuracy and completeness.  
Utilize a computer to input and process data and generate purchase orders.  
Establish and maintain collaborative and effective working relationships with others.  
Understand and follow oral and written instructions.  
Meet schedules and timelines.  
Keyboard or input data at an acceptable rate of speed with accuracy.  
Operate a computer and assigned software.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Maintain records and prepare reports.  
Perform mathematical calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and three years of clerical experience including one year working with purchasing functions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and warehouse environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and prepare a variety of documents.  
Sitting for extended periods of time.  
Bending at the waist, kneeling, or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders, and horizontally.  
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**HAZARDS:**

Working around machinery having moving parts.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

---

**JOB CLASS HISTORY**

Approved: 2/90

Rev. 8/99, 10/10 (Ewing)

2024 Revised (EH&A / MGT Consulting) GB: 06/11/24 PC: 05/23/24