

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: ASSISTANT BUYER

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical duties involved in the purchasing of designated supplies, materials and equipment for District schools and departments; process requisitions and prepare and distribute purchase orders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Receive, review, prepare and process requisitions; review and inspect orders to assure accuracy, completeness and proper cost calculations, 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 supplies, materials and equipment 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, vendor 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 assure 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 a calculator, copier, fax machine, typewriter, 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 assure accurate purchasing transactions.

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

OTHER DUTIES:

Provide information and assistance to parents concerning lunch applications and meal status as assigned by the position; process lunch and verify accuracy and completeness of lunch applications as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Purchasing practices, procedures and terminology.

Local vendors and sources of supply.

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 established policies and procedures.
Review and inspect orders to assure accuracy and completeness.
Utilize a computer to input and process data and generate purchase orders.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions
Meet schedules and time lines.
Type or input data at an acceptable rate of speed.
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 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 personal 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 view a computer screen.
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 and with machinery having moving parts.