



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>BUYER</u>			
DEPARTMENT/SITE:	Purchasing Department	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	29 per 2023-2024 Schedule
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Director - Purchasing and Logistics	FLSA:	Non-Exempt

BASIC FUNCTION:

Perform a variety of specialized duties involved in purchasing materials, supplies, equipment, and services for District schools and departments; research, obtain, and evaluate related bids, quotes, pricing, and product information; prepare, process, and evaluate purchase orders, requisitions, bid specifications, records, and reports. Administration of bids for a variety of services, materials, equipment, and construction projects. Maintain adequate warehouse stock levels. The incumbents in this classification assist in supporting students by providing supplies, materials, equipment, and services for all school sites and departments 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 specialized duties involved in purchasing materials, supplies, equipment, and services for the District; ensure the smooth and timely delivery of goods and services to appropriate schools and departments according to established policies and procedures.

Receive, process, and audit requisitions; order goods and services in accordance with established policies and procedures; compare and evaluate bids and quotations; assist in selecting and recommend vendors and contractors according to price effectiveness, product quality, and reliability.

Research and evaluate vendors, contractors, and other sources of supply; obtain written or verbal bids and quotations; confer and negotiate with vendors and contractors concerning price, specifications, product information, quality, availability, deliveries, services, and other related matters.

Monitor awarded contracts, including compliance with bid terms and accurate billing.

Prepare and process purchase orders; audit requisitions, orders, and cost calculations to ensure accuracy and completeness; verify adequate funding, required approvals, proper coding, pricing, and product and delivery needs and information; identify and resolve issues and discrepancies.

Prepare and process bid specifications; compile, assemble, prepare, and distribute related packets, information, and materials; compile vendor, bidder, and contractor lists; verify bidder compliance with bid requirements and specifications; recommend and notify vendors of bid awards.

Input a variety of purchasing information into an assigned computer system including vendor information, prices, quantity, coding, and other required data; develop spreadsheets, maintain automated records, and generate and distribute purchase orders, reports, and other computerized documents.

Maintain contact with staff, vendors, and others to resolve issues, errors, and discrepancies related to purchase orders, bids, quotes, deliveries, and product quality; follow up on delayed shipments, discrepancies, and order status; contact departments and staff to ensure receipt of ordered goods.

Coordinate and monitor the bidding and selection process for various products and services; confer with administrators concerning public bids and related timelines, needs, and requirements; prepare and arrange for the publishing of advertisements and bid awards as needed.

Serve as a technical resource to staff, outside agencies, and the public regarding assigned purchasing functions; respond to inquiries and provide technical information concerning related bids, quotes, specifications, processes, standards, requirements, policies, and procedures.

Compile information and prepare and maintain a variety of records, files, and reports related to purchase orders, quotes, requisitions, products, deliveries, vendors, services, bids, inventory, and assigned activities; maintain and update catalogs and vendor, contractor, and product lists.

Receive and respond to District personnel requests and complaints regarding quality and condition of goods and services received; resolve issues and complaints in a proper and timely manner; coordinate returns and exchanges with vendors as needed.

Review and evaluate requisitions to determine proper sources and methods of procurement; assist vendors and contractors with the bidding process; consult potential bidders concerning bid documents, processes, and specifications.

Prepare and process a variety of bid documentation and related specifications such as forms, terms and conditions, service or product details, estimated usage, acceptable brands, Board agenda items, and timelines; update District website with bid advertisements as required.

Compare and reconcile invoices, requisitions, purchase orders, bids, records, statements, reports, and other documents to ensure accurate purchasing transactions; identify and resolve related errors and discrepancies.

Monitor and maintain appropriate inventory levels of regular warehouse stock items in accordance with District needs; review inventory records, estimate supply needs and place orders to maintain adequate supply of stock.

Review, maintain, and update contracts as assigned; process appropriate contract documents; obtain proposals and terms of conditions from vendors and contractors; coordinate and verify contract renewals.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; initiate, receive, and route telephone calls; prepare, distribute, and respond to a variety of correspondence related to assigned purchasing functions.

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

Maintain and update vendor and contractor lists, catalogs, reference materials, pricing data, and files; research and follow up on delayed deliveries and purchase order issues and discrepancies.

Research, test, and evaluate new products to identify potential supplies and equipment for meeting District needs and enhancing operations.

Attend and participate in various meetings and in-services as assigned; schedule and attend job walks and bid openings as required.

Coordinate and oversee furniture and equipment deliveries at various sites and offices.

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 policies, practices, procedures, and terminology.

Local vendors and sources of supply.

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

Marketplace and commodity prices and practices.

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

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Data control procedures and data entry operations.

Mathematical calculations.

State and Federal rules and regulations in regards to procurement.

ABILITY TO:

Perform a variety of specialized duties involved in purchasing materials, supplies, equipment, and services for District schools and departments.

Research and evaluate sources of supply.

Obtain verbal and written price quotations and product information.

Prepare, review, verify, and process purchasing forms and documents including requisitions, purchase orders, bid specifications, and contracts.

Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures.

Order items and services in accordance with established policies and procedures.

Select vendors according to price effectiveness, product quality, and vendor reliability.

Identify, investigate, and resolve errors and discrepancies.

Operate a computer and assigned software.

Establish and maintain collaborative and effective working relationships with others.

Keyboard or input data at an acceptable rate of speed with accuracy.

Work independently with little direction.

Meet schedules and timelines.

Communicate effectively both orally and in writing.

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 experience in the purchase of supplies and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment with exposure to various weather conditions.

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.

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.

Frequent walking.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

HAZARDS:

Some positions may require working around or with hazardous materials and/or machinery having moving parts.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 8/90;

Rev. 8/98, 10/10 (Ewing)

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