



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BUYER	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved: 06/07

**JOB DESCRIPTION:**

Under limited direction, perform difficult and complex technical duties related to the purchasing of services, supplies, and equipment in accordance with established policies and regulations; may supervise the work of student assistants and short-term, non-continuing personnel; and perform related work as required.

**SCOPE:**

The Buyer researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms and handles bidding process, analyzes bid results and makes recommendations and awards; authorizes and signs purchase orders; processes purchase orders and travel requests; reviews forms for completeness, accuracy and risk management; verifies available funds and appropriateness of budget codes in accordance with District policy; prepares and maintains relevant District contract files.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Initiates bid/quote process for District for services, supplies and equipment; consults with users and outside consultants to develop specifications; prepares bid documents and oversees the bid process; performs bid analysis and makes recommendations regarding purchases.
2. Prepares and processes purchasing forms such as purchase orders, honoraria, adult readers and independent contractors; obtains proper business documentation to validate, set up, assign and track vendor numbers; verifies appropriateness of budget codes and availability of funds.
3. Determines and develops appropriate sources of supply and maintains cooperative working relationships with vendors to stay current with trends and technologies, products and services.
4. Reviews all travel requests from District personnel for completeness; evaluates requests, and processes purchase orders for travel and related activities in accordance with department's budgets and District policy.
5. Reviews all requests for removal and disposal of surplus items via donation, auction, etc.; reconciles stores inventory, maintains archived District Records Retention Program in accordance with Public Education Code.
6. Maintains complex central filing system for all District contracts in accordance with District policies, Public Contract Code, and state regulations; interprets contracts for appropriate language and formats; prepares monthly contract reports to Board of Trustees.
7. Maintains and reviews all necessary insurance certificates for District (automobile and general liability, workers' compensation, etc.); maintains Department of Motor Vehicles Records for all District vehicles.

**KEY DUTIES AND RESPONSIBILITIES (CONT):**

8. May be responsible for and specialize in a specific commodity such as furniture, stockless stores, construction projects, medical and/or technical equipment, etc. Responsible to research and respond to the specific educational and operational requirements of the District.
9. Resolves problems and issues arising from purchase of services, supplies and equipment with internal and external clients.
10. Supervise and train student assistants and short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Learn and interpret difficult and complex technical rules, regulations, and instructions; write specifications, prepare bid documents, handle bidding process and analyze all bid results; analyze, understand and negotiate legal contracts and forms; perform detailed work related to purchasing with judgment, accuracy, confidentiality and promptness; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; supervise student assistants and short-term, non-continuing employees; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern purchasing methods, procedures, and specifications preparation; complex purchasing software, such as Financial 2000; Uniform Commercial Code, Education Code, Government Code, Public Contract Code, Civil Code and case law regarding these codes; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; operation of personal computer software programs including word processing and spreadsheet tools.

Preferred additional knowledge: Occupational Health and Safety Act, and Drug Enforcement Administration regulations.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Associate's degree.

*Experience:*

Three years experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting, preferably for a public entity.