

## BUYER

### OVERALL JOB PURPOSE STATEMENT

Under the direction of the Director of Purchasing and Warehousing, the job of Buyer is done for the purpose of ensuring proper processing of data and providing necessary information for timely delivery of checks, billing invoices and other accounting related materials, for establishing audit trail and for resolving disputes; verifying computations, and assuring proper authorization and appropriate accounting coding; completing job assignments accurately; and maintaining fixed asset inventory.

### DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: Positions in the purchasing series ensure proper process of purchasing and acquisition of equipment, services and supplies required to maintain both the District's instructional and support operations. The Buyer is a specialized classification responsible for assisting in the procurement and acquisition of material and services for the District primarily by providing technical support to purchasing activities including soliciting pricing for items and service within established or from existing bid lists and by entering information into the purchasing data system. This class differs from that of Senior Buyer which is responsible for the complex business procedures involved in purchasing and warehouse inventory replenishment including the efficient, timely and economical accomplishment of purchasing activities. The Senior Buyer class also serves as a resource to the Buyer, other District personnel, vendors and other outside parties for information regarding the acquisition of supplies, equipment and services.

### ESSENTIAL FUNCTIONS

- Attends in-services, classes, workshops, conferences for the purpose of keeping informed on changes and trends that effect purchasing activities and could be used by the District for new policies and procedures.
- Compares item descriptions and amounts in bids and contracts for the purpose of verifying computations, and assuring proper authorization and appropriate accounting coding.
- Coordinates/maintains purchasing records, files, purchase orders, etc. for the purpose of ensuring proper processing of data and providing necessary information.
- Documents activities/actions for the purpose of providing accurate records and an audit trail.
- Evaluates requisitions for the purpose of determining the appropriate type of procurement method, obtaining quotations and initiating the bidding process.
- Monitors customer satisfaction of goods and services received for the purpose of resolving complaints and improving the quality of services and products purchased in the future.
- Reconciles/audits differences (e.g. between purchase orders and invoices) for the purpose of providing for a timely delivery of checks, billing invoices and other accounting related materials.

## CLASSIFIED

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- Selects equipment, vendors, material, etc. under \$3,000 for the purpose of providing the most cost effective products for the District.

### OTHER FUNCTIONS

- Performs other related duties as assigned.

### JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

#### KNOWLEDGE, SKILLS AND ABILITIES

**KNOWLEDGE** is required to perform basic math including calculation of fractions, percents and/or ratios; read technical information, compose a variety of documents and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: legal and procedural requirements in the procurement and acquisition of goods and services for a school district; accounting practices and procedures; concepts of grammar and punctuation; modern office practices, procedures and equipment.

**SKILLS** are required to perform single technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

**ABILITY** is required to schedule activities; often gather, collate and/or classify data; and use basic job related equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standard methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; working as part of a team; working with constant interruptions; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

#### RESPONSIBILITY

Responsibilities include: working under limited supervision; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is sometimes required to perform the job's functions. There is an opportunity to impact the Organization's services.

#### WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, fingering and/or feeling.

## **CLASSIFIED**

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Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

### **EDUCATION**

High School Diploma or equivalent supplemented by course work in business, purchasing or related field.

### **EXPERIENCE**

Two years of clerical experience in a purchasing or accounting office.

### **REQUIRED TESTING**

None Specified.

### **CERTIFICATES AND LICENSES**

Valid Drivers License and evidence of insurability.

### **CONTINUING EDUCATION/TRAINING**

None Specified

### **CLEARANCES**

Criminal Justice/Fingerprint Clearance; TB Clearance