

SENIOR BUYER

JOB SUMMARY

Under the direction of the Director of Purchasing & Warehouse, provide an efficient centralized procurement service to district schools, division, departments, and offices consistent with budgetary limitations, sound business management principles and requirements of federal and State laws. Assure the funds of the district are prudently and legally expended and assure maximum value is received in support of the instructional program. Research and obtain price quotations and bids. Provide work direction, training, and guidance to assigned staff. Fill in during the absence of the Director.

DISTINGUISHING CHARACTERISTICS

In addition to performing the Buyer responsibilities, the Senior Buyer performs the more complex buying activities and is assigned to research and purchase the more complex items as well as manage accounts. The Senior Buyer also processes and monitors district services such as leases, contracts, maintenance agreements, and license renewals.

TYPICAL DUTIES

Receive and review requisitions; determine appropriate methods of procurement such as standard purchase, bid or contract; conduct purchasing transactions in accordance with district policy and applicable federal, State, and local laws; prepare, review, and revise specifications for supplies, equipment and services. Collect bid data; prepare complex bid specifications. Assures fiscal accountability of the contracts, leases, and agreements to which assigned. Develop, monitor, and maintain all fiscal reporting and budgeting requirements of the contracts, leases, and agreements. Prepare period financial reports, cost analysis. Compile and reconcile accounts for the contracts, leases, and agreements as appropriate. Invite bids and validate bid responsiveness; compare and analyze bid quotations, verify licenses; contact references; verify receipt of bonds and insurance documents related to bid; recommend award and administer contract award. Provide bid information for cooperative bidding requirements. Conduct follow-up on overdue orders investigate and resolve problems related to shipment discrepancies. Operate a computer to enter and retrieve data from a computerized system including on-line ordering via internet with vendors offering e-Commerce; assure compliance with district rules and regulations related to on-line orders; locate new products/vendors via the internet; assist other staff with on-line ordering. Prescreen and qualify vendors; negotiate pricing and discuss methods of shipping, delivery time and other related information with vendors; create and maintain accurate vendor records. Serve as a resource for services, equipment and supplies required by the district; provide information and assistance to district personnel; communicate with district personnel regarding quality and utility requirements of supplies and equipment, and modification of technical specifications. Prepare and maintain accurate documentation and files regarding purchasing activities and actions; maintain inventory list of cell phones, pagers, copiers, and other electronic equipment and manage accounts for same. Operate standard office equipment as assigned including a copier calculator, facsimile, telephone, and computer peripherals. Provide work direction, training, and guidance to assigned staff. Schedule the repair and maintenance of district equipment and materials in accordance with district policy. Maintain current knowledge of technology, products, trends, and market conditions. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and course work in purchasing, business administration, accounting and three years experience in the purchase of supplies and equipment.

Knowledge of:

District purchasing policies and procedures. Bid specification preparation. Applicable sections of State Education Code and other applicable laws. Local vendors and sources of

supply. Technical aspects of researching, comparing, and purchasing supplies, contracts, materials, and equipment. Record keeping and report preparation techniques. Operation of a variety of office equipment including a computer terminal and assigned software. Research methods. Oral and written communication skills. Interpersonal skills using tact, patience, and courtesy. Providing work direction, training, and guidance to others. Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

Perform technical duties in the purchase of district supplies, equipment, and services. Prepare bid specifications. Exercise sound judgment in the purchase of a variety of materials, supplies, and equipment. Research and obtain price quotations and bids. Explain and apply policies, practices, and terminology used in purchasing supplies and materials for a school district. Operation a variety of office equipment including computer terminal. Provide work direction, training, and guidance to assigned staff. Understand and follow oral and written directions. Plan and organize work. Meet schedules and time lines. Work independently with little direction. Add, subtract, multiply, and divide quickly and accurately. Type and input data at a corrected speed of 45 wpm.

LICENSE

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel objects, tools, or controls. Must be able to sit for extended periods of time. Must have the ability to speak and hear to exchange information in person or on the telephone. Must be able to see to read a variety of materials. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

**WORKING
CONDITIONS**

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.