

BUYER

JOB SUMMARY

Under the general direction of the Purchasing/Warehouse Director, perform specialized and technical purchasing work in the acquisition of needed equipment, supplies, and services; assist with resolving procurement problems; check all requisitions in assigned buying areas; develop and prepare bids; prepare bid and purchase order forms; obtain price quotations.

TYPICAL DUTIES

Perform duties related to the purchase of schools supplies, materials, equipment, and services in assigned buying areas; receive requisitions, checking for completeness and accuracy of data, including budget account numbers and authorized signatures; maintain the petty cash fund; interview vendor representatives as referred by your supervisor; interact with vendors for product pricing, availability and product information; gather data required for bid preparation, determine accuracy of information contained in a bid, type and distribute the bid to the appropriate vendor list; receive, open, analyze, and make recommendations for award on bids; may be required to travel throughout San Diego County to purchase needed supplies, materials, etc.; monitor stock levels, adding and/or deleting items, and ordering as necessary; provide technical advice to departments and schools for the purchase of equipment, materials, and products, and arrange for demonstrations and tests as requested; review technical magazines and trade journals; attend workshops; may chair supply committees; type memorandums, reports, bid documents, purchase orders etc; operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal and/or microcomputer and related software. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include at least one year performing purchasing responsibilities. Knowledge of quantity buying techniques and regulations; ability to write specifications.

Knowledge of:

Stock inventory control practices; purchasing practices and principles; sources for merchandise, supplies, and equipment; modern office practices and procedures; statistical and arithmetical record keeping.

Ability to:

Type at a corrected speed of 45 wpm. Operate a variety of office machines and equipment such as calculator, typewriter, copier, computer terminal, and/or microcomputer and related software; use the telephone effectively. Organize, plan, and prioritize; read, understand, and apply policy, legal, and technical information; work closely, cooperatively, and effectively with professional personnel, vendors, and the public; keep a volume of facts and transactions in accurate and current condition. Secure quality supplies and merchandise at the best price.

LICENSE

Must possess a valid California driver's license and the ability to qualify, and 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 sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. 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 screening 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.