

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### BUYER

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#### **DEFINITION:**

Under the direction of the Director-Purchasing, perform a variety of technical duties involving the purchase of services, supplies and equipment; obtain quotes, process bids and review purchase orders and specifications; order items in accordance with policies and procedures; train and provide work direction to assigned staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of technical duties involving the purchase of services, supplies and equipment; assure the smooth and timely delivery of goods and services to schools and departments.
- Research and evaluate sources of supply; obtain written or verbal quotations from vendors; evaluate formal bid specifications and contracts as assigned; assure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.
- Order services, supplies and equipment in accordance with established policies and procedures;
- contact other departments to assure receipt of ordered goods.
- Receive, review and process purchase requisitions; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.
- Contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary; maintain and update vendor catalogues and files; follow up on delayed shipments, discrepancies and damaged deliveries.
- Maintain database of current vendors, District credit cardholders and other pertinent information.
- Provide technical assistance and make recommendations to administrators regarding the purchase of supplies and equipment.
- Train and provide work direction to assigned staff.
- Communicate with vendors and personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchase orders, product descriptions, invoices, statements, deliveries, prices and payments.
- Prepare and maintain a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices and assigned activities.
- Operate a variety of standard office equipment including computer and assigned software; drive a vehicle to conduct work.
- Prepare a variety of correspondence related to the purchasing function including memoranda, correspondence, bulletins and cancellation notices.
- Maintain warehouse stock; coordinate warehouse physical inventory and fixed asset inventory.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: college-level course work in business administration, accounting or related field and four years' experience in the purchase of supplies and equipment.

##### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.
- Valid California Class C Driver's License.

- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

### **DESIRED QUALIFICATIONS:**

- Valid CPPB, CPM or CPSM Professional Certificate.

#### **Knowledge of:**

- Basic purchasing policies, practices and terminology.
- Applicable laws, codes, regulations, policies and procedures.
- Local vendors and sources of supply.
- Technical aspects of researching, comparing and purchasing supplies, materials and equipment.
- Record-keeping and report preparation techniques.
- Operation of standard office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical computations.

#### **Ability to:**

- Perform a variety of technical duties involving the purchase of services, supplies and equipment.
- Research and evaluate sources of supply.
- Obtain verbal and written price quotations.
- Prepare, review, verify and process purchasing forms and documents.
- Order items in accordance with policies and procedures.
- Maintain vendor lists and catalogs.
- Process bid specifications.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Office and warehouse environment.
- Drive a vehicle to conduct work.

**Physical Demands:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved:**

**Unit Approved: 5/10/02**

**Board Approved: 5/28/02**

**FLSA Status: Non Exempt**

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