

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### LEAD BUYER

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#### **DEFINITION:**

Under the direction of the Director-Purchasing, perform a variety of complex technical duties involving the purchase of services, supplies and equipment for the organization and for use in public works projects; obtain quotes, prepare bids and approve purchase orders; order and approve the purchase of items in accordance with policies and procedures.

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

- Perform a variety of technical duties involving the purchase of services, supplies and equipment for the organization and for use in public works projects; 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; prepare and evaluate formal bid specifications and contracts as assigned; assure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.
- Receive, review, process and approve purchase requisitions; assure accuracy and completeness of order information and provide signature; inspect orders for accuracy and completeness regarding account coding and cost calculations.
- Order services, supplies and equipment in accordance with established policies and procedures; award bids or quotes and prepare purchase orders; assure compliance with bid specifications and formal or informal quotations; contact other departments to assure receipt of ordered goods.
- Coordinate bids and contracts for large public works and related projects; discuss bid preparation and specifications with directors and other personnel.
- Input purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity and other required data; generate purchase orders; maintain automated records as appropriate.
- 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.
- 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 a computer and assigned software; drive a vehicle to conduct work.
- Maintain appropriate levels of regular store stock items; prepare quotations when inventory falls below pre-determined stock levels.
- Prepare a variety of correspondence related to the purchasing function including memoranda, correspondence, bulletins and cancellation notices.
- Train and provide work direction and guidance to assigned personnel as directed; provide input regarding interviews and evaluations as requested.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and five years experience in the purchase of supplies and equipment.

### **Licenses and other Requirements**

- 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 and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

### **Knowledge of:**

- Purchasing policies, practices and terminology.
- Purchasing and contracting of public works projects.
- 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 for the District and for use in public works projects.
- Coordinate bids and contracts for large public works and related projects.
- Research and evaluate sources of supply.
- Obtain verbal and written price quotations.
- Receive, review, process and approve purchasing forms and documents.
- Order and approve the purchase of items in accordance with District policies and procedures.
- Maintain vendor lists and catalogs.
- Prepare 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 environment.
- Driving 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.

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

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

**FLSA Status: Non Exempt**