

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BUYER/PROJECT SPECIALIST

DEFINITION

Under general supervision - Independently procure a variety of commodities, materials and services necessary to the operation of the district. May provide work direction and guidance to other buyers and purchasing staff in Supervisor's absence.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification prepare bid specifications and deal with complex, sensitive and difficult purchases involving substantial expenditure of District funds. Decisions are made with general review and incumbents perform duties with considerable freedom to act in a high volume setting.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff. Reports directly to the department Director.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Will procure a variety of commodities, materials and services; confer with clients/users to discuss specification requirements for products or services to procure; prepare specifications for bid proposals, especially the more complex, unusual, or very technical; analyze and recap bid proposals; review bids for specification and legal compliance, and recommend bid awards; negotiate terms and conditions within financial limitations and scope of authority; follow up to monitor vendor performance; review quality and utility of product or service through feedback from client users, testing or observing; prepare purchase orders from requisition requests; confer with vendors to obtain product or service information such as price quotes, availability and delivery schedule; keep informed of and evaluate market conditions and trends; make arrangements to expedite deliveries upon request; authorize invoices for payment; communicate with accounting personnel and vendors to resolve payment questions; discuss defective, damaged or unacceptable goods or services with users and vendors to determine source of problem and arrange for return or take other corrective action; provide information and advise school personnel on purchasing regulations and procedures, products and services and cost estimates; delete stock or items from inventory if no longer needed; update the computerized purchase order and vendor data base; receive and evaluate product samples from vendors; locate new sources of supply; participate in arrangements for and attend vendor and manufacturer shows of products and commodities; compose correspondence and memoranda; direct work of clerical support employees and perform other related duties as required.

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QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of State and local statutes; principles and methods of formal bid solicitation; principles and practices of public school purchasing; supplies, materials and equipment and services common to school district use; sources of supplies and marketing practices and purchasing information; standard purchasing terminology; bidding requirements and procedures; correct English, grammar, spelling and punctuation; modern office methods, procedures and practices and office automation.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Four years of experience in purchasing which has provided the applicant with the knowledge and abilities listed above. One year of purchasing in the Public Sector is highly desirable.

Education:

Equivalent to completion of the twelfth grade. An A.A. Degree or equivalent experience is required. Equivalencies: Additional experience may substitute for the college training on a year-for-year basis to a maximum of two years.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

Board Adopted: