

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**BUYER**

DEFINITION

To perform duties and tasks relating to the acquisition of specific supplies, equipment, and materials; prepares specifications and bids, analyzes bids and recommends specific vendors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory staff.

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

Investigates and establishes sources of supplies. Obtains information on seasonal and other market trends and conditions and advises operating officials concerning the timing and quantity of purchases. Writes specifications, follows up and expedites purchasing order deliveries. Evaluates the vendors from whom purchases will be made based upon the most favorable prices consistent with quality, quantity, and delivery in compliance with specifications, bid conditions, and other factors by utilizing the bid procedure or obtaining bids by telephone, letter, or personal contact. Assists in the "bid opening" procedures. Purchases materials, supplies, and equipment from predetermined sources. Follows up on problem purchases to insure expeditious handling. Initiates telephone calls and letters to vendors to check on irregularities in deliveries. Expedites delayed purchases, traces missing deliveries, reconciles receipt and delivery paperwork with original purchase orders. May perform independent research and analysis of new products. Verifies and enters purchase and warehouse orders into on-line warehouse ordering system. Deals with issues relating to quality, shortages and damages or duplicated orders. Assists in the development and maintenance of purchasing catalogs, calendars, and information records on bidders and vendors. Answers inquiries from schools and other sites relating to purchasing procedures. Prepares and corrects standard lists of supplies and capital outlay items. Orders warehouse stock when inventory is at predetermined level for various items. Maintains vendor catalog files. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the California Education Code regarding purchasing of supplies and equipment, methods, and procedures used in the purchasing of school district supplies and equipment as well as the sources of such supplies. Ability to

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Buyer (Continued)

QUALIFICATIONS: (Cont'd)

purchase a wide variety of equipment and supplies indigenous to public education. Ability to learn and interpret laws, rules, and regulations affecting school district purchasing operations. Ability to gather and analyze purchasing data. Ability to prepare clear and concise purchasing specifications and reports. Ability to understand and carry out instructions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to work effectively in the absence of supervision. Ability to communicate effectively, both orally and in writing.

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

Experience: Four years of progressively responsible experience in financial record keeping, including two years of related purchasing work.

Experience in a school district is desirable.

Training: Equivalent to the completion of the twelfth grade preferably supplemented by specialized training or course work in purchasing or business administration.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: