

East Side Union High School District

Job Title: Buyer

Description of basic functions and responsibilities:

To perform specialized and highly responsible clerical/technical functions related to purchasing transactions; to place orders for District stores/warehouse supplies; and to provide information related to purchasing policies, procedures, and transactions to District/School staff and vendors. Employees in this job class receive limited supervision within a framework of standard policies and procedures. Employees in this job class monitor and direct the work of others in a lead capacity. This job class is responsible for exercising independent judgment and decision making abilities regarding standard purchasing transactions and procedures. This job class is also responsible for accurate and timely work production and functions at an advanced journey/lead level of classification.

Supervisor: Purchasing Agent

Typical duties:

Places orders for District stores/warehouse supplies maintaining accurate records of transactions made and confirming/following up on orders placed

Confers with a variety of vendors/sales representatives regarding availability, cost, quality, quantity, and delivery of stores/warehouse supplies

Obtains price quotes and compares prices for needed materials and items

Monitors, directs, and organizes the work of assigned staff assuring accurate and timely work production

Confers with District departments and staff regarding purchasing activities, needs and/or operations including prices, delivery dates, returned merchandise, appropriate procedures, etc

Monitors purchase orders and follows up on incomplete or unfilled orders

Participates in bid openings; opens bids and quotes and prepares computerized/typewritten recap of bids/quotes received

Receives, evaluates, and processes requisitions

Prepares a variety of reports and correspondence related to purchasing activities and operations

Types a variety of correspondence and forms including letters, memos, purchase orders, change orders, and stores status changes

Performs related duties as required

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Employment standards

Knowledge of purchasing methods, procedures, and record keeping practices

Knowledge of modern office methods and techniques

Ability to understand and carry out both oral and written instructions independently

Ability to communicate effectively and tactfully in both oral and written forms

Ability to establish and maintain accurate records and files and prepare reports

Ability to type accurately at a rate sufficient for successful performance of required duties

Ability to operate standard office equipment including typewriter, calculator, and computer terminal

Ability to learn and apply departmental policies, procedures, and guidelines associated with assigned functions

Ability to perform accurate mathematical calculations rapidly

Ability to quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problems identified

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties