

## ORANGE UNIFIED SCHOOL DISTRICT

### BUYER

#### DEFINITION

Under direction – performs a wide variety of responsible purchasing duties in designated buying areas assigned; prepares specifications and bids, analyzes bids and recommends supplier; processes pre- and post-purchasing paperwork, and maintains related records; researches new products; and performs related duties and responsibilities as required or assigned.

#### Representative Duties

Reviews and checks incoming requisitions for completeness and clarity and obtain necessary information; determines grouping of orders, and whether telephone or written quotations, or formal bid procedures are needed; develops and/or modifies specifications in cooperation with ordering office; completes each requisition by selecting vendor, verifying prices, determining terms and delivery date, and similar information; analyzes formal bids and recommends vendor; prepares letters requests, resumes and Board reports;

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; verifies arithmetic and forwards to Accounts Payable for payment;

Prepares and corrects standard lists of supplies and capital outlay items; orders warehouse stock when inventory is at predetermined level for various items; maintains effective liaison with schools and office, vendors, and staff; maintains vendor catalog files; researches new products and coordinates testing by various District offices; assists and trains new clerical staff; oversees files and records and the distribution of purchase orders.

#### Organizational Responsibilities

Positions in the class report to the Purchasing Agent, and are responsible for a set of buying areas, which change from time to time. Other responsibilities include: a) compliance with State laws and District policies; b) reasonable standardization and economical buying; c) thorough familiarity with vendors and services, prices and commodity areas; and d) cooperative and harmonious staff relations.

### ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:  
Graduation from high school; and

Three years of responsible office clerical experience in procurement, purchasing and buying activities, involving accountability for some independent actions.

**Equivalencies:** An A.A. degree in business areas may substitute for one year of the required experience. One year as an assistant buyer in a California school district, may substitute for the three years of office clerical experience.

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#### Knowledge and Abilities

**Good knowledge of:** procurement and purchasing terminology, paperwork and procedures; a wide variety of school supplies and equipment; the drafting of specifications, bids, and contracts; office management procedures, recordkeeping and filing; English, grammar, spelling and vocabulary; arithmetic functions; the operation of calculators and other office equipment; principles of staff and community relationships; safe working methods and procedures.

**Knowledge of:** principles of purchasing and buying; sources of supply and vendors; quantity buying;

**Familiarity with:** school district organization and objectives; data processing input procedures.

**Ability to:** analyze prices and conditions of delivery; negotiate price and specifications equitably; prepare clear and concise reports and recommendations; read and understand a variety of written technical materials; follow written and oral instructions; make arithmetic calculations and check written and statistical records quickly and accurately; use good English in written and oral communications and compose standard letters independently; work effectively with office, professional, and business personnel; coordinate a clerical staff effectively; follow-up with vendors on problems.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

#### Light Work:

Positions in this class perform work which is primarily sedentary.

#### Vision:

Positions in this class require vision (which may be corrected) to read small print.

#### Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.