

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Buyer I	REPORTS TO:	Purchasing Manager
DEPARTMENT:	Purchasing	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-42/Supervisory Salary Schedule

BASIC FUNCTION:

Perform technical duties in the purchase of District supplies, equipment and services; research and obtain price quotations and bids and order items in accordance with District policies and procedures; expedite purchases and back orders to provide timely delivery of high quality services to sites and departments; perform various accurate and timely record-keeping and filing duties as required.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently perform technical duties in the purchase of District supplies, equipment and services; review and process requisitions in a timely manner in accordance with District policies and procedures. *E*

Obtain quotes on materials and supplies, locate sources of supply, place orders on smaller purchases, and prepare formal bids on large purchases. *E*

Prepare and process bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria and to ensure the financial viability of the district; record bid events and verify vendor compliance with bid requirements and restrictions. *E*

Maintain appropriate levels of regular store stock items to provide timely delivery of high quality services to sites and departments; prepare quotations when inventory falls below pre-determined stock levels; prepare purchase orders. *E*

Maintain resource data for purchases by District personnel; maintain current catalogs and other related information for access by District staff. *E*

Communicate and work collaboratively with vendors and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries and payments. *E*

Develop and maintain a variety of logs, annual contracts, files and records relating to requisitions, inventory, vendors and other purchasing-related issues; prepare periodic and special reports as needed; enter and retrieve data using a computer. *E*

Communicate and work collaboratively with vendors regarding prices, quotations, detailed specifications and shipping and delivery information; interview vendors regarding new merchandise and determine new sources of supply to meet the needs of students and staff; update and maintain vendors lists and files. *E*

Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulations; obtain necessary information from District personnel to complete documentation. *E*

Authorize stock and non-stock purchases; determine best source of supply and price; clarify shipping and payment details; trace shipments and expedite delivery as needed. *E*

Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: one year of college-level course work in accounting, business, purchasing or related field and one year of experience in the purchase of supplies and equipment in a school district or government agency.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current district and department purchasing policies and procedures.
Applicable sections of State Education Code and other applicable laws.
Purchasing procedures, terminology, inventory control and warehousing methods and procedures.
Types and sources of supplies.
Accurate record-keeping techniques.
Bid specification preparation.
Basic research methods.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Principles and practices of supervision, training, and providing work direction.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, practices, objectives and goals.

ABILITY TO:

Perform technical duties in the purchase of District supplies, equipment and services.
Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
Prepare complete and concise specifications.
Read, understand, interpret, apply and explain current rules, regulations, policies and procedures.
Operate a variety of office equipment including computer.
Establish and maintain cooperative and effective working relationships with others a diverse range of people.
Train, supervise, evaluate and provide clear expectations to assigned personnel.
Maintain accurate records and prepare reports.
Plan and organize work to meet schedules and time lines.
Work independently with little direction.
Add, subtract, multiply, and divide quickly and accurately.
Analyze situations accurately and timely and adopt effective courses of action.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting for extended periods of time; speaking and hearing to communicate with others; dexterity to operate office equipment; walking; seeing to read and review requisitions, bids and purchase orders; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions