

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Buyer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OTBS
REVISED:	September 27, 2007		

BASIC FUNCTION:

Independently perform duties related to the purchase of schools supplies, materials, equipment, and services in assigned buying areas.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principle job elements.)

E = Essential Functions

Purchase school supplies, materials, equipment, and services. **E**

Prepare bids including the preparation and revision of specifications; analyze and evaluate bids and recommend awards. **E**

Interview sales representatives of business firms; arrange for demonstrations and tests of equipment, materials, and products. **E**

Obtain telephone quotations and purchase emergency items when necessary. **E**

Keep informed of all federal, state, county, and local laws regulating the purchasing practices of school districts. **E**

Provide technical advice to department and school managers and assist them in solving procurement problems. **E**

Review technical magazines and trade journals. **E**

May direct the work of clerical assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in public or business administration, and two years of recent, diversified, responsible buying experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantity buying techniques and regulations.
Products in assigned buying areas and their sources of supply.
Technical aspects of field of specialty.
Computer applications to prepare and produce a variety of materials.
Record keeping techniques.

ABILITY TO:

Write specifications.
Use appropriate judgement in diverse and emergency situations.
Establish and maintain effective working relationships with others.
Prepare and present complete and accurate written and oral reports.
Prioritize and schedule work.
Meet schedules and time lines.
Operate standard office equipment including microcomputers and related software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Buyer job class are primarily assigned routine purchasing tasks which typically do not require complex bids such as invitation to bid (ITB), request for proposal (RFP), and request for quotation (RFQ) and the variety of tasks involved with purchases of the assigned commodities are fairly routine. Incumbents in the Senior Buyer job class are assigned different commodities that require more complex ITB's, RFP's, RFQ's, and commodity research for unique items which are distinguished from the lower level routine purchases.

NOTE: An incumbent in the job class of Buyer may be promoted to the next higher job class of Senior Buyer after completion of a minimum of three years in job class and upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.