

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Senior Buyer	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Procurement and Distribution	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	052 OTBS
<b>REVISED:</b>	September 27, 2007		

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**BASIC FUNCTION:**

Independently perform difficult or specialized buying assignments that require more complex contract preparation and administration, including commodity research.

**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**

Independently purchase school supplies, materials, computers and equipment, food products, and services. **E**

Develop and administer complex bids to include invitation to bid (ITB), request for proposal (RFP), request for quotation (RFQ) and Addendum as required; oversee the distribution of all related documents used in the solicitation process. **E**

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

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

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

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

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

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

May perform independent research and analysis and prepare periodic or special reports.

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 three years of recent, diversified, progressively responsible buying and contracting experience including complex contract preparation and administration and commodity research.

**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 Senior Buyer job class are assigned different commodities that require more complex bids such as invitation to bid (ITB), request for proposal (RFP), request for quotation (RFQ), and commodity research for unique items which are distinguished from the lower level routine purchases of the Buyer job class.