



TITLE	CLASSIFICATION	SALARY GRADE
BUYER	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE: 2013/14 Classification Review		

**JOB DESCRIPTION:**

Under limited direction, perform difficult and complex technical duties related to the purchasing of services, supplies, and equipment in accordance with established policies and regulations; and perform related work as required.

**SCOPE:**

The Buyer researches, evaluates and purchases services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms and handles bidding process, analyzes bid results and makes recommendations and awards; processes, authorizes and signs purchase orders; processes travel requests; reviews forms for completeness, accuracy and risk management; verifies available funds and appropriateness of budget codes in accordance with District policy; prepares and maintains relevant District contract files.

**DISTINGUISHING CHARACTERISTICS:**

The Buyer is distinguished from the Purchasing Specialist by increased purchasing authority and the ability to issue purchase orders or contracts. Employees in this classification initiate and oversee the bid/quote process for services, supplies and equipment; may serve as a liaison with other agencies for joint purchasing agreements.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Initiates bid/quote process for District for services, supplies and equipment; consults with users and outside consultants to develop specifications; prepares bid documents and oversees the bid process; performs bid analysis and makes recommendations regarding purchases.
2. Prepares and processes purchasing forms such as purchase orders, honoraria, and independent contractors; obtains proper business documentation to validate, set up, assign and track vendor numbers; verifies appropriateness of budget codes and availability of funds.
3. Determines and develops appropriate sources of supply and maintains cooperative working relationships with vendors to stay current with trends and technologies, products and services.
4. Evaluates requests, and processes purchase orders for travel and related activities in accordance with department's budgets and District policy; provides support on the processing of travel requests from District employees.
5. Reviews all requests for removal and disposal of surplus items via donation, auction, etc.; provide support on the reconciliation of stores inventory, and the maintenance of archived District Records Retention Program in accordance with Public Education Code.
6. Maintains complex central filing system for all District contracts in accordance with District policies, Public Contract Code, and state regulations; interprets contracts for appropriate language and formats; reviews items to determine applicability for inclusion in the monthly contract reports for the Board of Trustees.
7. Maintains and reviews insurance certificates for District (automobile and general liability, workers' compensation, etc.); maintains Department of Motor Vehicles Records for all District vehicles.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

8. May be responsible for and specialize in a specific commodity such as furniture, stockless stores, construction projects, medical and/or technical equipment, etc.; research and respond to the specific educational and operational requirements of the District.
9. Resolves problems and issues arising from purchase of services, supplies and equipment with internal and external clients.
10. Oversees, maintains and reconciles the District cell phone program, verifying availability of funds and maintaining balances.
11. Coordinate with other agencies in joint purchase arrangements.
12. Supervise and train student and short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Learn and interpret difficult and complex technical rules, regulations, and instructions; write specifications, prepare bid documents, handle bidding process and analyze all bid results; analyze, understand and negotiate legal contracts and forms; perform detailed work related to purchasing with judgment, accuracy, confidentiality and promptness; maintain and prepare records, files and reports; communicate effectively in English; follow and give oral and written directions; interact with the public in a helpful, courteous and friendly manner; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern purchasing methods, procedures, and specifications preparation; complex and current purchasing software; Uniform Commercial Code, Education Code, Government Code, Public Contract Code, Civil Code and case law regarding these codes; methods and techniques utilized in analyzing the quality of services, supplies, and equipment; sources of purchasing information; budgets and revenue control; modern office methods and equipment; standard computer software programs.

Preferred additional knowledge: Occupational Safety and Health Act, and Drug Enforcement Administration regulations.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Associate's degree.

*Experience:*

Increasingly responsible experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting, preferably for a public entity.