

## **Escondido Union High School District Job Description**

**Job Title:** Buyer  
**Employee Unit:** Classified Bargaining Unit  
**FLSA Status:** Nonexempt  
**Job Family:** Fiscal and Related Classes  
**Salary Level:** 30  
**Approved By:** Board of Education  
**Approved Date:** February 17, 2009

### **NATURE OF WORK**

Performs activities involved with procuring goods and services such as supplies, books and instructional supplies for high schools and district operations by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Reviews requisitions.

Process travel requisitions to arrange conference registrations, hotel accommodations, and airfare; including payment method by purchase order, prepaid check or district credit card.

Issue storehouse purchase orders when necessary; update catalog pricing and descriptions.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Selects products for purchase by testing, observing, or examining items.

Estimates values according to knowledge of market price.

Determines method of procurement such as direct purchase or bid.

Issue "Under \$15,000 Service Contracts"; obtain Certificate of Insurance and contractor certification related to Education Code requirements.

Prepares Requests for Proposals, quotations or formal bid documents Analyzes proposals or bids, reviewing bid comparisons, terms, product liability, vendor performance, substitutions, appropriate bid bonds, etc., and recommends purchase or award of bid to supervisor.

Communicates with initiating employees and administration, to assure accuracy in ordering and cost.

Prepares purchase order documents, change notices, cancel notices and prepaid purchase orders.

Encumbers purchase orders.

Resolves discrepancies in orders.

Identify fixed assets, obtain inventory tag, record data and warranty details in fixed asset inventory system

Expedites past-due orders.

Designates current liability and current expense purchase orders.

Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School Diploma or GED; post secondary courses in the principles of purchasing, business law, business math. Minimum two years experience in Purchasing, preferably one year of which is in public sector.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Drivers License

### **KNOWLEDGE OF:**

Principles, methods, and techniques of purchasing supplies, materials, and equipment; supply, material, and equipment sources and vendor lists; financial and purchase order maintenance systems; Microsoft computer applications, including Microsoft Word, Excel, GroupWise; Knowledge of bid process; principles, procedures and practices of public sector purchasing; state, federal and other laws and codes governing purchasing.

### **ABILITY TO:**

Interpret and apply laws, district policies, and rules and regulations affecting the district purchasing activities; make arithmetical calculations with speed and accuracy; establish and maintain a variety of records and files; understand and carry out oral and written directions; establish and maintain cooperative working relationships; keyboard at a net corrected speed of 40 words per minute; Ability to efficiently enter data into computer, provide customer service and adhere to policies and procedures established by the district.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally

required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **COMMENTS**

The individual assigned to this position must demonstrate an ability and commitment to provide services in a timely fashion and to deal with both employees and vendors cordially and professionally. Employees of the Escondido High School District are expected to present a professional appearance at all times while in the work environment.