

William S. Hart Union High School District

Position Description

Position: District Buyer	
Job Family: Fiscal Services/Business Administration	FLSA: Non-exempt
Approved by: Personnel Commission, November 17, 2010	Salary Range: 320

Summary

Under the direction of the Purchasing Supervisor, performs specialized technical duties associated with the purchase, delivery, and quality of supplies, equipment and services. Facilitates competitive pricing and/or bid processes for commodity and recurring stock items, maintains vendor relationships, and assists with inventory control, including but not limited to fixed assets.

Distinguishing Career Features

The District Buyer is the second level of a two-level purchasing career path. Advancement to District Buyer requires the ability to pre-screen vendors for price and service performance and analyze inventory trends to maintain adequate stock levels.

Essential Duties and Responsibilities

- Interviews vendors for sources of supply, prices, product information, new products, standards and service record. Researches price, quality, and availability of materials.
- Creates and maintains vendor files containing contact information, delivery, cost, and qualify performance, and other information to support purchasing.
- Reviews and discusses requisitioned goods and services listed with requestors.
- Researches products, prices, delivery, other factors and selects optimal vendors.
- Works with requestors to make changes or correct errors to requisitions, verify compliance with District policies and specifications, then forwards for preparation of purchase orders.
- Tracks the status and handling of outstanding orders made to vendors either by way of internet or direct contact.
- Assures proper timing on release of orders per purchase order.
- Maintains up-to-date knowledge of computer-aided purchasing systems. Orients others to its use and features.
- Assists with determining and assuring adequate levels of inventory and reorder points for supplies and other items used on a regular basis throughout the District. Establishes reorder points.
- Monitors and evaluates vendor performance. Develops and maintains performance worksheets to grade vendors. Reviews findings to recommend new and/or current vendors. May convey delivery, inventory, and quality goals to vendors.
- Participates in year-end inventories by input and reconciling of recorded versus physical differences.

- Documents transactions in order to support annual audits.
- May assist with the physical inventory of the District's fixed assets.
- May assist with inventory and disposition surplus property, processing necessary forms and documentation.
- Participates in conducting annual physical inventory.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Procedures used in purchase of equipment, goods and supplies.
- Special computer-aided purchasing and purchase order systems as well as office productivity software, proprietary business software used by the District, and the internet.
- Inventory management, including economic reorder points and inventory.
- Modern office methods, practices and equipment pertinent to purchasing.
- English language, grammar, spelling, punctuation, proofreading/editing, to prepare professional correspondence and reports.
- Sufficient communication skills to convey technical information to other departments and vendors.

Abilities

- Perform all of the essential duties of the position effectively and efficiently with minimal supervision.
- Plan and prioritize work to meet schedules and timelines.
- Use a personal computer to access and enter information onto established data entry screens, format and produce computer-generated and typewritten documents, and research information stored on databases or internet.
- Trouble-shoot purchasing system problems.
- Learn, interpret and apply rules, policies, and procedures affecting District purchasing operations.
- Maintain detailed and accurate records.
- Communicate professionally and courteously with contacts in-and-outside of the District.

Physical Abilities

- Function indoors in an office environment engaged in work of primarily a sedentary nature.
- Ambulatory ability to sit for extended periods of time, to utilize computers and other applicable equipment, accomplish other desktop work, and to move to various district locations.
- Near vision to read printed materials.
- Auditory ability to carry on conversations in person and over the phone.
- Retrieve work materials from overhead, waist, and ground level files.
- Manual and finger dexterity to write and keyboard at an advanced rate, operate computer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Education and Experience

High school diploma or equivalent and college-level coursework in purchasing and inventory materials management or equivalent. Three years of progressive experience in a purchasing or distribution environment that involves buying items for recurring use and inventory control.

Licenses and Certificates

May require a valid California driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist. May include work outdoors and in a warehouse setting with some exposure to safety considerations.