
Position:	Buyer I	FLSA:	Non-Exempt
Department/Site:	Purchasing	Salary Grade:	117
Reports to/Evaluated by:	Purchasing Director	Salary Schedule:	Non-Operations

SUMMARY

Under general supervision, performs standard procurement duties associated with the purchase, delivery, and quality of supplies, equipment and services. Facilitates competitive pricing for commodity and recurring stock items, maintains vendor relationships, and assists with inventory control and delivery scheduling.

DISTINGUISHING CAREER FEATURES

The Buyer is the second level in a multi-tiered Purchasing career path. Advancement to Buyer requires the ability to pre-screen vendors for price and service performance and analyze inventory trends to maintain adequate stock levels, as well as interpret and explain standardized purchasing procedures and understanding of proper bidding processes. Advancement to Buyer II is possible based on commodity assignments, specifically public works projects and a complete understanding of procurements codes that pertain to bidding construction projects, reflecting increasing responsibility and complexity in addition to a combination of experience and education equivalent to an AA and 3-5 years of experience as a Buyer with some directly related coursework.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives and reviews requisitions. Reviews paperwork to ensure proper account object code usage. Requests quotations and prepares bids if needed. Compares and analyzes quotes and recommends awards on bids. Ensures product compliance with bid requirements.
- Interviews vendors for sources of supply, prices, product information, new products, standards and service record. Researches price, quality, and availability of materials.
- Specializes in purchasing of assigned commodities. Assists in reviewing, revising and originating purchasing specifications. Initiates purchase orders and follows up to insure receipt of proper quality and quantity on specified dates.
- Creates and maintains vendor files containing contact information, delivery, cost, quality performance, and other information to support purchasing.
- Reviews and discusses requisitioned goods and services listed with requestors. Works with requestors to make changes or correct errors to requisitions, verify compliance with District policies and specifications.
- Procures urgent materials through the most effective means, considering quality, availability, cost, delivery time, and probability of continued support.

- Prepares, from standing procedures and instructions, bid documents, bid specifications, contract documents, purchase orders, and special documentation for bonds, insurance, etc. Ensures proper authorizations before distribution.
- 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 and researches and resolves identified shipping discrepancies.
- Follows global pricing trends to determine purchasing timelines to ensure best pricing.
- 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. Participates in scheduled inventories by input and reconciling of recorded versus physical differences. Documents transactions in order to support annual audits. Assists with disposition of District surplus property, processing necessary forms and documentation.
- Assists with the development and interpretation of policies and procedures for purchasing and warehousing and conveys information to other purchasing and warehousing staff to maintain compliance.
- Assists with training end users on District financial software system, as well as developing and/or maintaining training documentation.
- Maintains up-to-date knowledge of computer-aided purchasing systems. Orients others to its use and features.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: The position requires working knowledge of procedures used in contracting for and purchase of equipment, goods, and supplies. Requires knowledge of the specification development process. Requires a working knowledge of special computer-aided purchasing and purchase order systems as well as office productivity software, proprietary business software used by the District, and the internet. Requires a working knowledge of inventory management, including economic reorder points, accounting and inventory. Requires in-depth knowledge of modern office methods, practices and equipment pertinent to purchasing. Requires well-developed skill using the English language, grammar, spelling, punctuation, proofreading/editing, to prepare bid documents and professional correspondence and reports. Requires sufficient communication skills to convey technical information to other departments and vendors.

Abilities: Requires the ability to perform all of the essential duties of the position effectively and efficiently with minimal supervision. Must be able to prepare technical bid documents from established formats and instructions. Must be able to plan and prioritize work to meet schedules and timelines. Requires the ability to 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. Must be able to troubleshoot purchasing system problems. Must be able to learn, interpret and apply rules, policies, and procedures affecting District purchasing operations. Must be able to maintain detailed and accurate records. Must be able to communicate professionally and courteously with contacts in-and-outside of the District.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires

auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: High school Diploma or equivalent; supplemented by three (3) to four (4) years experience in purchasing or distribution involving bid processes, monitoring contracts, buying items for recurring use, and inventory control.

Licenses and Certificates: May require a valid driver's license.