



CLASSIFIED
Job Class Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 46-2022/23
DOCUMENT NO. 29-2022/23
DATED 01/19/23

BUYER

DEPARTMENT/SITE: Purchasing

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 35

WORK CALENDAR: 261 Days

REPORTS TO: Director of Purchasing

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Purchasing, the Buyer performs routine procurement duties associated with the purchasing of various materials, supplies, equipment and services for the District' and process purchasing documents and materials and maintaining vendors/source information and inventories. The incumbents in this classification provide the school community with goods and services, obtained at a fair price which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform the more routine procurement activities while the Sr. Buyer classification performs more specialized duties and projects related to purchasing.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Audits sources documents (e.g., incoming requisitions, past purchases, reconciliation, inventories)
- Communicates, and works collaboratively, with vendors and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statement, deliveries and payments.
- Compiles data (e.g., fixed assets, inventories) to prepare reports; prepares other periodic and special reports in order to provide necessary information.
- Expedites back orders to provide timely delivery.
- Develops and maintains purchasing documents, files, and records (e.g., logs, annual contracts) relating to requisitions, price savings, vendors, and other purchasing-related issues; to ensure the availability of documentation and compliance with established policies and guidelines.
- Identifies fixed assets for inventory control in accordance with established procedures.
- Manages and assists in maintaining the Purchasing Department website.
- Manages the Purchasing internal budget; purchases supplies and materials to ensure availability of items.
- Obtains quotes, negotiate price, specifications, and conditions of delivery; authorize stock and non-stock purchases to determine best sources of supplies for price savings; establish relationships with vendors obtain the best quality goods and services at the lowest price.

- Participates in monthly staff meetings and other meetings and workshops for on-going professional development.
- Performs general and program specific functions (e.g., distributing purchase orders, scheduling, set up new vendor accounts); provides clerical office support with answering phone calls, conveys information and takes messages.
- Prepares written materials and electronic purchasing information for documentation, reference, and to convey information.
- Provides technical and administrative support to the Director on special projects.
- Responds to inquiries of staff and administration regarding purchasing procedures to provide information, direction, and training to District staff.
- Reviews, process and evaluate a variety of requisitions to assure proper approvals, completeness and compliance with established standards and regulations in a timely manner; obtain necessary information from District personnel to complete documentation.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Purchasing procedures, practices, methods and terminology
- Relevant software, including Word, Excel and purchasing related programs
- Basic math, including fractions, percentages, and statistics
- English usage, grammar, punctuation and spelling

Skills and Abilities to:

- Communicate effectively both orally and in writing
- Prepare and maintain accurate records
- Work with a diversity of individuals and/or groups
- Read and interpret complex contracts
- Problem solve with issues and data
- Perform technical and difficult clerical work with accuracy and speed
- Work with minimal supervision

RESPONSIBILITY:

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three (3) years of related experience, preferably in a purchasing or distribution environment that involves monitoring contracts, buying items for recurring use, and inventory control.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in an indoor office environment and includes a significant amount of time sitting, with some walking and standing
- Lifting, carrying, pushing, and/or pulling objects such files and boxes of supplies, etc.
- Manual dexterity to operate a keyboard, handle paperwork, and use office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen