

	<b>Classified Position Description</b>  <b>BUYER</b>	Initial Date: June 26, 2000 Board Approval: August 14, 2000 Revision Date: July 20, 2000 Personnel Commission: Range: 58 Reports to Supervisor of Accounting
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**Description of Basic Functions and Responsibilities:**

The position of Buyer acquires the necessary resources to support District operations; ensures proper use of District funds; provides instruction and guidance on order processing; ensures audit trail and reference documentation of purposes; ensures compliance with related bidding regulations and maintaining inventory control.

**Distinguishing Characteristics:**

Under direction of Accounting Supervisor, positions in this job class are responsible for acquiring resources that support district operations.

**Representative Duties:**

- Assists other personnel, vendors and contractors for the purpose of providing instruction and guidance on order processing and bid preparation (e.g. specifications).
- Reviews purchase orders, requisitions and quotes for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and services.
- Approves and signs requisitions and purchase orders up to a specified limit for the purpose of ensuring proper use of district funds.
- Tests equipment for the purpose of determining suitability of equipment.
- Assists other personnel in the process of bids for potential suppliers and contractors for the purpose of ensuring compliance with state/federal bidding regulations in the acquisition of supplies, equipment and services.
- Procures supplies, equipment, furniture, and services for the purpose of acquiring necessary resources to support district operations.
- Arranges for repair and replacement of broken or malfunctioning equipment for the purpose of maintaining district equipment.
- Researches contracts, suppliers, equipment and regulations for the purpose of recommending to the Supervisor of Accounting the purchase of goods and services.
- Prepares and updates the District supply catalog for the purpose of providing current information.
- Coordinates annual warehouse inventory for the purpose of ensuring an accurate inventory.
- Maintains vendor listings for the purpose of ensuring accurate data.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings for the purpose of communicating, gathering information, and/or improving job-related skills/knowledge.
- Responsible to implement accurate accounting structure and budget monitoring

**EMPLOYEE STANDARDS:**

Knowledge, Skills and Abilities Required:

- Skills to operate standard office equipment including use of basic computer applications to enhance essential job functions, communicate clearly and effectively, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform complex arithmetic calculation (e.g. cost estimating).
- Knowledge of standard accounting and purchasing procedures; related district, state and federal policies and codes; inventory control procedures.

- Ability to sit or stand for prolonged periods
- Ability to travel
- Ability to prepare bid specifications
- Ability to work accurately, with attention to detail and with minimal supervision
- Ability to understand and carry out oral and written instructions
- Ability to interact positively with persons of different age groups and cultural backgrounds.

**WORKING CONDITIONS:**

- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation
- Light to moderate stress level

**ENVIRONMENTAL CONDITIONS:**

- Indoor office environment
- Temperature – normal climate

**CONTACTS:**

- Daily contact with District staff
- Regular contact with community members and outside agency personnel

**Education and Experience:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- AA Degree or equivalent experience
- At least three years prior job related experience, preferably in a school district

**OCCUPATIONAL CERTIFICATES/LICENSE:**

- Criminal Justice Fingerprint clearance
- First Aid and CPR certification recommended, not required.

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.