

## VISTA UNIFIED SCHOOL DISTRICT

### BUYER

#### Purpose Statement

The purpose of a Buyer is to acquire the necessary resources to support District operations; assure that District resources are accurately and effectively utilized; provide instruction and guidance on order processing; ensure audit trail and reference documentation of purchases; and ensure compliance with laws, regulations, and policies.

This job reports to the Director of Purchasing.

#### Essential Functions

- Advises other personnel, vendors and contractors for the purpose of providing instruction and guidance on order processing.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Authorizes requisitions, change orders, stores inventory purchases, etc. for the purpose of ensuring proper use of District funds in the acquisition of supplies, equipment and services.
- Compiles and enters data from a wide variety of sources (e.g. vendors, staff, public agencies, local, state, and federal codes, Board policies, etc.) for the purpose of ensuring compliance with a wide variety of purchasing policies and procedures and/or monitoring purchasing processes.
- Maintains adequate stock levels of stores inventory for the purpose of ensuring availability of product.
- Maintains and processes a variety of documents, files, and records (e.g. purchase orders, requisitions, contracts, requests for proposal, quotes, inventory, bids, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors purchase orders, contracts, bids and budgetary expenditures for the purpose of ensuring accurate allocation of funds, adherence to fiscal regulations, and compliance with federal and state bidding regulations and District procedures and policies.
- Performs general clerical functions (e.g. scheduling, copying, faxing, scanning, data entry, filing, etc.) for the purpose of supporting department operations.
- Prepares documentation (e.g. Board Agenda items, procedure manuals, etc.) for the purpose of providing written support and/or conveying information.
- Procures supplies, equipment and services for the purpose of acquiring necessary resources to support district operations.
- Reconciles purchase orders, requisitions, and invoices for the purpose of providing accurate and timely delivery of checks and billing invoices and to assist with year-end fiscal procedures.
- Researches a variety of topics (e.g. products, costs, specifications, delivery options, quotes, discrepancies, suppliers, equipment, services, materials, warranties, vendors, manufacturers, etc.) for the purpose of providing information, developing recommendations, and resolving issues.
- Responds to inquiries from a variety of internal and external parties for the purpose of receiving and providing information.
- Solicits and negotiates bids for the purpose of procuring supplies, equipment, and services.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- analyzing data;
- applying job-related codes, regulations, and laws;
- operating standard office equipment and office technology;
- performing arithmetic computations and clerical duties with speed and accuracy;
- performing standard accounting procedures;
- preparing and maintaining accurate records;
- using office software applications including word processing, spreadsheets, presentation, and databases.

KNOWLEDGE is required to

- perform basic math, including calculations using fractions, percents, and/or ratios;
- read technical information, compose a variety of documents, present information to others, and/or facilitate group discussions;
- analyze situations to define issues and draw conclusions;
- understand complex, multi-step written and oral instructions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- accounting principles;
- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of tactful, patient, and courteous interpersonal interactions;
- office equipment and technology;
- office practices and procedures;
- pertinent software programs;
- principles and practices of training;
- purchasing procedures, practices, methods, and terminology;
- recordkeeping and record retention practices.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- making arithmetic calculations quickly and accurately;

- meeting deadlines and schedules;
- multitasking;
- organizing tasks;
- principles of training;
- reading, interpreting, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English;
- setting priorities;
- working as part of a team;
- working with detailed information/data.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating with others; 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 impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent supplemented by course work.

**Equivalency:** High school diploma or equivalent, supplemented by course work in business administration, purchasing, procurement, or a related field and two (2) years of experience performing purchasing, inventory control, or procurement services. Experience in a public agency is highly desirable.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
 Drug Test  
 Tuberculosis Clearance

**FLSA Status**  
 Non-Exempt

**Approval Date**  
 Revised: 09/13/2016

**Salary Grade**  
 Classified, Range 52