

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR BUYER

BASIC FUNCTION:

Under the direction of the Director-Purchasing, perform specialized and technical duties in the purchase of needed materials, supplies and equipment; prepare and write specification for bids.

REPRESENTATIVE DUTIES:

Communicate with vendors and District personnel to exchange information, resolve discrepancies and correct errors; choose vendors and obtain price quotations for purchases not requiring formal bids; assist in maintaining a bidders list. **E**

Screen electronic requisitions from schools and departments; monitor account numbers; review items purchased for legality. **E**

Process and prepare bid documents; evaluate bids received, recommend award of bids and complete contract documents in accordance with established procedures and State and District regulations. **E**

Monitor warehouse stores inventory program and resolve issues as needed; order materials for warehouse stores in accordance with established procedures. **E**

Assist District personnel in selection of equipment and supplies; arrange for demonstrations; register vehicles purchased from private individuals with the Department of Motor Vehicles. **E**

Establish and maintain effective relationships with vendors and sales representatives.

Prepare a variety of reports such as Board agenda items and year end adjustment to stores.

Represent the District and/or the Purchasing Department at meetings, conferences and demonstrations.

Monitor existing contracts for services and leases and renew as appropriate.

Provide work direction and guidance to others in the Purchasing Department.

Perform the duties of the Director-Purchasing in the absence of the Director as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures, practices and regulations governing public procurement.

Preparation of informal and formal bids and related procedures.
Education Code provisions and District and department purchasing policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Inventory control and warehousing methods and procedures.
Modern office practices, procedures and equipment including a computer terminal.
Types and sources of supplies, materials and equipment used in a school district.
Financial and inventory record-keeping procedures.
Record-keeping techniques.
Technical aspects of field of specialty.
Telephone techniques and etiquette.
Operation of a computer terminals.
Market practices and trends.

ABILITY TO:

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
Prepare clear and concise specifications and reports delineating critical differences in requirements.
Establish and maintain cooperative working relationships with vendors and District employees contacted in the course of work.
Analyze situations accurately and adopt an effective course of action.
Develop and maintain record and files.
Make arithmetic calculations quickly and accurately.
Operate a variety of equipment including a computer terminal and printer, typewriter, calculator and copier.
Interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Plan and organize work.
Work confidentially with discretion.
Meet schedules and time lines.
Provide work direction and guidance to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college-level course work in procurement, business administration or a related field and two years of increasingly responsible experience in public procurement.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting for extended periods of time.

Speaking and hearing to communicate with others.

Dexterity of hands and fingers to operate office equipment.

Walking.

Seeing to read and review requisitions, bids and purchase orders.