

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Buyer I	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Buyer	FLSA:	Non-Exempt
JOB CLASS CODE:	0518	WORK YEAR:	12 Months
DEPARTMENT:	Purchasing Services	SALARY:	Range 41 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		BOARD REVISION:	04-18-78
		HR REVISION:	04-27-12
		CABINET APPROVAL:	11-15-13

BASIC FUNCTION:

Perform routine technical duties in the purchase of district supplies, equipment, and services; research and obtain price quotations, and order items in accordance with district policies and procedures; expedite purchases and back orders; perform various record-keeping and filing duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Obtain quotes on materials and supplies, locate sources of supply, and place orders on smaller purchases. **E**

Prepare and process quotation specifications and contracts; receive price quotations, and evaluate according to established criteria; record quotation events, and verify vendor compliance with quotation requirements and restrictions. **E**

Maintain appropriate levels of regular store stock items; replenish stock items when inventory falls below pre-determined stock levels; prepare purchase orders. **E**

Maintain resource data for purchases by district personnel; maintain current catalogs and other related information for access by district staff. **E**

Communicate with vendors and district personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries, returns, and payments. **E**

Develop and maintain a variety of logs, annual contracts, files, and records relating to requisitions, inventory, vendors, and other purchasing-related issues; prepare periodic and special reports as needed. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries. **E**

Contact vendors regarding prices, quotations, detailed specifications, and shipping and delivery information; interview vendors regarding new merchandise, and determine new sources of supply; update and maintain vendor lists and files. **E**

Review requisitions, purchase orders, and quotations for conformance and compliance with established standards and regulations; obtain necessary information from district personnel to complete documentation. **E**

Authorize stock and non-stock purchases; determine best source of supply and price; clarify shipping and payment details; trace shipments, and expedite delivery as needed; drive a vehicle to conduct work; lift light objects. **E**

Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years business or purchasing experience, including one year of experience in the purchase of supplies and equipment.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Word.....70% Overall Score
Excel.....70% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing procedures, terminology, inventory control, and warehousing methods and procedures.

Types and sources of supplies.

Quotation specification preparation.

Basic research methods.

District and department purchasing policies and procedures.

Applicable sections of State Education Code and other laws.

State and federal tax guidelines.

Record-keeping techniques.

Operation of a computer, related software, and standard office equipment.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Prepare complete and concise specifications.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

Operate a computer, related software, and standard office equipment.

Plan and organize work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Complete work with many interruptions.

Work independently with little direction.

Lift light objects according to safety regulations.
Perform computational tasks with speed and accuracy.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and warehouse environment; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date