

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Buyer III	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	Buyer	FLSA:	Exempt
JOB CLASS CODE:	9822	WORK YEAR:	12 Months
DEPARTMENT:	Purchasing Services	SALARY:	Range 65 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR REVISION:	9-9-2022
		HR APPROVAL:	3/5/2022
		CABINET APPROVAL:	2/9/2022

BASIC FUNCTION:

Perform diverse technical and analytical duties in the purchase of District supplies, equipment, and services; research and obtain price quotations and bids, and order items in accordance with District policies and procedures; expedite purchases and back orders to provide timely delivery of high quality services to sites and departments; perform various record-keeping and filing duties as required.

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.)

Efficiently perform technical duties in the purchase of District supplies, equipment and services; make timely and strategic decisions to purchase goods or services in specific technical areas; review and process requisitions in a timely manner in accordance with District policies and procedures. **E**

Prepare and process bid specifications and contracts; receive bids and price quotes, and evaluate according to established criteria and to ensure the financial viability of the District; record bid events and verify vendor compliance with bid requirements and restrictions; prepare Board agenda items as required. **E**

Maintain appropriate levels of regular store stock items to provide timely delivery of high quality services to sites and departments; prepare quotations when inventory falls below pre-determined stock levels; prepare purchase orders. **E**

Direct the maintenance of resource data for purchases by district personnel; maintain current catalogs and other related information for access by District staff. Conduct formal and informal training for new and current District staff. **E**

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

Communicate and work collaboratively with vendors regarding prices, quotations, detailed specifications and shipping and delivery information; interview vendors regarding new merchandise and determine new sources of supply to meet the needs of students and staff; update and maintain vendors lists and files. **E**

Review requisitions, purchase orders, and bids 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**

Collaborate with Accounting Department with invoices and questions related to invoice, prepayment, direct pays and reimbursements. **E**

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

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Purchasing Services. **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: a minimum of two (2) years of college-level course work in accounting, business, or purchasing; and six (6) years of increasingly responsible experience in the purchase of supplies and equipment in a school district or government agency.

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:

- Keyboarding.....50 Correct WPM
- Word.....75% Overall Score
- Excel.....75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District and department purchasing policies and procedures.
- Applicable sections of State Education Code and other laws.
- Purchasing procedures, terminology, inventory control, and warehousing methods, and procedures.
- Types and sources of supplies.
- Record-keeping techniques.
- Operation of a computer, related software, and standard office equipment.
- Bid specification preparation.
- Basic research methods.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Principles and practices of supervision, training, and providing work direction.
- District organization, operations, practices, objectives, and goals.

ABILITY TO:

- Perform technical duties in the purchase of District supplies, equipment, and services.
- Exercise sound judgement in the purchase of a variety of materials, supplies, and equipment.
- Conduct with integrity and trust in routine business operations.
- Prepare complete and concise specifications.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Operate a computer, related software, and standard office equipment.
- Train and lead staff providing clear expectations.

Establish and maintain cooperative and effective working relationships with a diverse range of people.
Maintain records and prepare reports.
Plan and organize work; meet schedules and timelines.
Work independently with little direction.
Conduct quick and accurate mathematical calculations.
Analyze situations accurately and timely; adopt effective course of action.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written direction effectively.
Communicate using patience and courtesy.
Assist in sustaining and monitoring the financial viability of the District.
Actively participate in meeting District goals and outcomes.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; and repetitive activities.

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.