



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 47-2022/23
 DOCUMENT NO. 30-2022/23
 DATED 01/19/23

<u>SENIOR BUYER</u>	
DEPARTMENT/SITE: Purchasing REPORTS TO: Director of Purchasing	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 40 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Director of Purchasing, the Senior Buyer performs a full range of specialized and technical duties associated with the purchasing of various material, supplies, equipment and services for the District. Responsible for purchasing procedures, processing Bids/RFP (Request for Proposal), purchasing documents and materials, and maintaining vendor/ source information and inventories. The incumbents in this classification provide the school community with products and services which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 This position performs more specialized duties and projects related to purchasing. This class differs from the Buyer class that is responsible for the more routine procurement activities.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists the Director of Purchasing with bidding process (e.g., bid preparation, evaluate bids for compliance with laws, codes and regulations, and recommend vendors) for the purpose of securing items and/ or services while maintaining established guidelines; assists Director on special projects.
- Audits sources documents (e.g., incoming requisitions, past purchases, reconciliation, inventories) for the purpose of ensuring completeness and accuracy of purchasing processes.
- Communicates and works collaboratively with vendors and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statement, deliveries and payments (e.g., verify all items have been received; contact vendors for updates on missing items; assist with refunds or replacement for damaged items).
- Compiles data (e.g., fixed assets, inventories) for the purpose of preparing reports; prepares other periodic and special reports in order to provide necessary information.
- Coordinates the pickup, resale, and recycling of obsolete textbooks.
- Develops and maintains purchasing documents, files, and records (e.g., logs, annual contracts) relating to requisitions, price savings, vendors and other purchasing-related issues in order to ensure the availability of documentation and compliance with established policies and guidelines.
- Expedites back orders to provide timely delivery.
- Identifies fixed assets for the purpose of inventory control in accordance with established procedures.
- Maintains current knowledge of changing and new legislation related to assigned activities
- Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and guidelines.

MUSD BOARD APPROVED: DECEMBER 12, 2023
 MOTION NO. 58-2023/24
 DOCUMENT NO. 202-2023/24

- Manages and maintains the Purchasing Department website.
- Obtains quotes, negotiate price, specifications, and conditions of delivery; authorize stock and non-stock purchases to determine best sources of supplies for price savings; establishes relationships with vendors for the purpose of obtaining the best quality goods and services of the lowest price.
- Oversees and participates in ordering services, supplies and equipment in accordance with established policies and procedures.
- Participates in monthly staff meetings for the purpose of convening and/or gathering information required to perform job functions; attends trainings and workshops for on-going professional development.
- Performs general and program specific clerical functions (e.g., distributing purchase orders, scheduling, setting up new vendor accounts) for the purpose of supporting the department; provides clerical office support with answering phone calls, conveying information, and taking messages.
- Performs monthly/yearly updates and corrections for MCSOS on financial reports.
- Prepares formal bids and RFPs as assigned.
- Prepares written materials and electronic purchasing information for the purpose of documentation activities, providing reference, conveying information and requirements.
- Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information and direction, including training District staff on proper processes/procedures as needed; plan and develop training materials.
- Reviews, processes, and evaluates a variety of requisitions to assure proper approvals, completeness and compliance with established requirements and guidelines in a timely manner.
- Reviews requisitions purchase orders and bids for conformance and compliance with established standards and regulations, obtain necessary information from the District Personnel to complete documentation.
- Trains and provides work direction and guidance to Buyer as assigned for the purpose of facilitating the purchasing process with established practices.
- Works in collaboration with the Supervisor of District Warehouse to manage/reconcile textbook warehouse inventory.
- Works in coordination with the Supervisor of District Warehouse to maintain appropriate levels of regular store stock items; maintain Public Surplus to post for auction.
- Works with curriculum coordinators to establish procedures and timelines for textbook distribution.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Purchasing procedures, practices, methods and terminology
- Laws, codes, and regulations pertaining to Public Works, bidding laws practices, and RFPs and contract law language and bond requirements
- Relevant software, including Excel and Word, and purchasing related programs
- Basic math including fractions, percentages. and statistics
- English usage, grammar, punctuation, and spelling

Skills and Abilities to:

- Communicate effectively both orally and in writing
- Prepare and maintain accurate records
- Work with a diverse group of individuals and/or groups
- Read and interpret complex contracts

- Problem solve with issues and data
- Perform technical and difficult clerical work with accuracy and speed
- Work with minimal supervision
- Work effectively as part of a team
- Manage time effectively, meeting deadlines

RESPONSIBILITY:

Responsibilities include working under general supervision using standardized procedures; providing information and/or advising others; and 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 affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent, supplemented by some course work in procurement, business administration or related field.

EXPERIENCE REQUIRED:

Four (4) years of progressive, related experience, preferably in a purchasing or distribution environment that involves monitoring contracts, buying items for recurring use, and inventory.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed indoors in an office environment.
- Significant amount of sitting, as well as walking and standing
- Some lifting, carrying, pushing, and/or pulling of light objects such as files and boxes
- Manual dexterity to operate a computer keyboard, handle paperwork and operate office equipment
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen