

Madera Unified School District Classified Job Description

Buyer

Purpose Statement

The Buyer performs routine procurement duties associated with the purchasing of various materials, supplies, equipment and services for the District. Process purchasing documents and materials and maintaining vendors/source information and inventories.

This job reports to the Director of Purchasing.

Essential Functions

- Audit sources documents (e.g. incoming requisitions, past purchases, reconciliation, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.
- Review, process and evaluate a variety of requisitions to assure proper approvals, completeness and compliance with established requirements and guidelines in a timely manner.
- Compiles data (e.g. fixed assets, inventories, etc) for the purpose of preparing reports.
- Identifies fixed assets for the purpose of inventory control in accordance with established procedures.
- Maintains purchasing documents, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and guidelines.
- Obtain quotes, establishing relationships with vendors for the purpose of obtaining the best quality goods and services of the lowest price.
- Participates in monthly staff meetings for the purpose of conveying and/ or gathering information required to perform job functions.
- Prepares written materials and electronic purchasing information for the purpose of documentation activities, providing reference, conveying information and requirements.
- Performs general and program specific functions (e.g. distributing purchase orders, scheduling, set up new vendor accounts, etc.) for the purpose of supporting the department.
- Responds to inquires of staff and administration regarding purchasing procedures for the purpose of providing information and direction.
- Expedite back orders to provide timely delivery.

Other Functions

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

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Job Requirements:

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records. Basic understanding of excel and word.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: office management procedures and purchasing procedures, practices, methods and terminology.

ABILITY: Ability is required to work with diversity of individuals and/or groups, work with a variety of data and utilize specific job relate 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 specific ability to perform the functions of the job. Perform technical and difficult clerical work with accuracy, speed and with minimum supervision. Present a positive image of Madera Unified School District.

Responsibility

Responsibilities include: working under direct 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 effect the organization's services.

Working 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 75% sitting, 20% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: One years of progressive experience in a purchasing or distribution environment that involves monitoring contracts, buying items for recurring use, and inventory control.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

None Specified

Clearances

Criminal Justice Fingerprint/Background

Clearance

TB Clearance

Physical Demands(A)

Salary Range

Range 35 – Classified Salary Schedule

FLSA Status

Non Exempt

Approval Date

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