



CLASSIFIED
Job Class Description

Equal Employment
Opportunity

SENIOR BUYER

Department/Site: Business Services

**Reports to: Assistant Superintendent,
Business Services**

Salary Schedule: Classified
Level: Range 68
Work Year: 12 Months

Date Current Job Description Approved:
Board of Trustees effective:
October 12, 2023

JOB GOAL/PURPOSE:

Under the direction of the Assistant Superintendent of Business Services, perform a variety of specialized duties involved in the purchasing of various materials, equipment, and services for the District; prepare, process, and evaluate related purchasing information and documents, including requisitions, purchase orders, RFPs, bids, specifications, contracts, agreements, and related paperwork; research, obtain and evaluate prices, quotes, and proposals.

DISTINGUISHING CHARACTERISTICS

The Senior Buyer is an advanced-level technical and specialized classification that performs responsible and highly complex functions to assist the Assistant Superintendent of Business Services in establishing and maintaining the purchasing standards defined by statute, policy, and district practice.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Perform various specialized duties involved in purchasing various materials, equipment, and services for the District; ensure smooth, timely, and cost-effective purchasing and delivery of goods and services to appropriate schools and departments according to established policies, laws, regulations, and procedures.
- Develop requests for proposals and request for bids for a wide variety of supplies, equipment, and services, and construction projects.
- Collaborate with departments to prepare specifications, requests for proposals, quotations, and formal bid documents as required; send requests for proposals to the selected vendor list; prepare proper advertising; conduct bid conferences and openings for standard bidding.
- Analyze proposals or bids, review for feature and price comparisons, terms, product reliability, vendor performance, substitutions, appropriate license, bonds, etc., and recommend purchase or award of bid to supervisor; prepare reports for bid approval by the Board of Trustees.

- Work with vendors, warehouse staff, and departmental staff in all aspects of procurement to secure quotations, negotiate purchase terms and conditions, place orders, coordinate shipping and delivery functions, and resolve related discrepancies.
- Review requisitions and purchase orders from schools and departments to ensure compliance with contract and agreement terms, District, State, and Federal regulations, policies, and procedures.
- Coordinate with Accounts Payable to ensure timely payments to vendors.
- Prepare and maintain complex construction and professional service contracts.
- Assist in the formulation and development of relevant purchasing and contract policies, procedures, and programs.
- Enter and analyze data from the automated purchasing and budget system; utilize software to produce reports, spreadsheets, and documents.
- Assist in coordinating District inventory, surplus, and disposal of property and equipment.
- Maintain compliance with Department of Industrial Relations (DIR) reporting requirements for maintenance and public works projects.
- Train and counsel District staff regarding purchasing operations, procedures, policies, and related use of the District's automated purchase order, finance, and inventory.

JOB QUALIFICATIONS /REQUIREMENTS:

(At the time of application.)

Knowledge of:

- Principles, procedures, and practices of quantity buying techniques in public sector purchasing.
- State and Federal comprehensive knowledge of public contract code, education code, and other laws and codes governing purchasing.
- Sources of supply, commodity markets, marketing practices, and pricing methods.
- Professional-level English usage, grammar, punctuation, spelling, and vocabulary.

Ability to:

- Read and interpret general laws, rules, regulations, and technical product specifications affecting District purchases.
- Compare products and services from bids, proposals, and other data.
- Review purchase requisitions and effectively purchase a wide variety of supplies and equipment.
- Develop technical specifications, bids, and other specialized documents. Thoroughly analyze detailed information, contracts, data, and product specifications. Prepare accurate and complete records and reports.
- Maintain cooperative relationships with those contacted during business and in the department.
- Plan and organize work, establish priorities, and meet deadlines with minimal supervision.
- Recognize and avoid conflicts of interest.
- Demonstrate advanced skills in Microsoft Excel and Google Sheets.

EDUCATION REQUIRED:

College-level coursework in purchasing, public or business administration, or a closely related field, and a certification from a recognized professional purchasing organization is preferred.

EXPERIENCE REQUIRED:

Three (3) years of public purchasing experience, including work in procuring contractors and preparing related bid specifications, some of which were acquired within a multi-site educational organization or similar public service agency.

LICENSE(S) REQUIRED:

Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate.

CERTIFICATIONS AND TESTING REQUIRED:

Pass the District's applicable proficiency exam (e.g., written test, oral interview, and work sample) for the job class with a satisfactory score.

Offer of employment contingent upon obtaining or completing of a:

- Criminal Justice and FBI Fingerprint Clearance
- Negative pre-employment drug screen test at District's expense
- Pre-employment physical exam at the District's expense
- 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.)

- Work is primarily indoors in an office environment and requires sitting for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment and maintain paper files and documents.
- Lifts objects such as boxes containing documents and weighing up to 35 pounds.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
- Hearing and speaking to exchange information in person or on the telephone.
- Visual acuity to use/read documents and computer screens.
- Incumbents may be exposed to intermittent noise and frequent interruptions.
- Occasional operation of personal vehicle to travel within and outside the district for meetings, training sessions, and assisting staff at school/department sites.