

**CHICO UNIFIED SCHOOL DISTRICT
BUYER**

DEFINITION

Under direction, to perform a variety of duties involved in purchasing commodities for use in the District, including to review and analyze requisitions for the purchase of commodities; to prepare specifications; to review bids; to secure the best price and value for commodities; and to maintain and monitor the stores inventory system.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Receive and analyze requisitions for the purchase of commodities; confer with school administrators concerning specifications for commodities and conditions of use; provide advice and recommendations on the types and brands of materials available that satisfy requirements.
- Prepare purchase specifications and bids; determine vendors from whom purchases will be made considering several factors, including compliance with specifications, delivery time, price and terms.
- Prepare purchasing and bidding calendars; coordinate product demonstrations and bid openings; perform bid recap, evaluation and recommendation; issue purchase orders awarded; prepare cost analyses.
- Ensure purchasing compliance with applicable provisions and guidelines, including public contracts; make decisions and recommendations in accordance with government, labor and education codes.
- Analyze Minority/Women and Disabled Veteran Business Enterprises (M/W/DVBE) forms as required; confer with vendors regarding M/W/DVBE goals and requirements; report to the State Office of Local Assistance.
- Maintain a variety of records and files; prepare financial and statistical reports relating to purchasing activities and expenditures, including Federal and State reports; compose correspondence and memoranda; maintain records of specifications, prices, sources of supply, catalogs and bidders.
- Combine orders from different requisitions for the same commodities in order to secure price discounts; advise requisitioning officials when larger purchases might result in a lower unit price.
- Confer with vendors and vendor representatives concerning availability of commodities, price changes, trade and cash discounts, deliveries, new innovations in items being offered for sale and concerns regarding delayed orders, returns, defects and lost, shorted and replacement merchandise.
- Confer with storekeeper; monitor stores inventory system; establish and record reorder point and quantities to be stocked.
- Review lists of vendors; make additions to lists to ensure adequate competition.
- Confer with school administrators and vendors concerning District purchasing and bidding procedures.
- Operate a variety of modern office equipment, including computer equipment, typewriters, mimeograph machines, calculators, adding machines and other related machines and equipment.
- Analyze, evaluate and modify purchasing methods and procedures; design, implement and maintain cost effective procurement procedures; recommend procedures and policies for warehouse and inventory control.
- Train, advise and guide employees in the use of established procurement procedures and forms, including legal and technical specialized contract development.
- Attend and participate in staff meetings and in-service activities; attend workshops, conferences and classes to increase professional knowledge.
- Participate in cooperative purchasing with other governmental agencies.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices used in centralized purchasing;
- Commodity markets, marketing practices and commodity pricing methods and differentials;
- Sources of supply for a variety of commodities, including terminology used in describing commodities and various uses of commodities;
- Principles, practices and procedures used in the preparation of bids and specifications, conditions of use and in making awards;
- Principles and procedures of inventory control, specification writing and contract administration;
- Pertinent federal, state and local laws, codes and regulations;
- Types of supplies, materials, commodities and services commonly used in educational institutions;
- Modern office practices, methods and computer equipment;

- Principles of business letter writing, record keeping and statistical reporting;
- Techniques used in public relations;
- Word processing methods, techniques and programs, including spreadsheet and database operations.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance.

Ability to:

- Coordinate a centralized purchasing program for the District;
- Perform responsible and difficult purchasing work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of the District as necessary to assume assigned responsibilities;
- Perform mathematical and statistical computations quickly and accurately;
- Gain cooperation through discussion and persuasion;
- Establish standards for specifications and bids;
- Prepare accurate and concise specifications;
- Research, collect, compile and analyze information and data;
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Respond to requests and inquiries from the general public;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Work under limited supervision within a broad framework of standard policies and procedures;
- Communicate clearly and concisely, both orally and in writing;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of increasingly responsible experience in purchasing. Experience in a school district or other public agency is highly desirable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by course work in purchasing, business administration, public administration or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.