

Goleta Union School District

Buyer

Basic Function

Under the direction of the Assistant Superintendent, Fiscal Services, purchase goods, materials, supplies and equipment for schools and departments; prepare purchase orders assuring proper budget account codes.

Representative Duties

Purchase goods, materials, supplies and equipment in accordance with product specifications. E

Prepare bids from draft materials supplied by various operating units; contact vendors and invite quotations and bids; assist in organizing and coordinating the bid acceptance and opening process. E

Review requisitions and obtain information relative to price, product quality, service and delivery time lines; assist in determining priority of purchasing requests. E

Compare and analyze quotations and bids, and recommend product and service contracts. E

Prepare and maintain standard purchasing and supply lists. E

Confer and counsel with a variety of District personnel and meet with vendors concerning quality of supplies, goods, equipment and the modification of purchasing specifications. E

Assist in the planning, development, coordination and implementation of a buying calendar.

Assist in the management of the inventory control system.

Assist in the preparation of product and service contracts.

Negotiate with vendors and manufacturer representatives in order to obtain an advantageous supply and purchase price.

Prepare and conduct the necessary follow-up activities to finalize and expedite purchase order transactions.

Establish and maintain a variety of records in order to evaluate new and alternative commodity supply sources.

Participate in County Office bids for large scale purchases.

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

District and department purchasing policies and procedures.

Applicable sections of State Education Code and other applicable laws.

Purchasing procedures, terminology, inventory control and warehousing methods and procedures.

Types and sources of supplies.

Record-keeping techniques.

Operation of a computer.

Preparation of bid specifications.

Basic research methods.

Buyer

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Perform technical duties in the purchase of District supplies, equipment and services.

Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.

Prepare complete and concise specifications.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of office equipment including a computer.

Understand and follow oral and written directions.

Plan and organize work.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Meet schedules and time lines.

Work independently with little direction.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school supplemented by course work and training in purchasing and two years of responsible experience involving the purchasing activities of a public or educational agency.

Licenses and Other Requirements

None

Working Conditions

Environment

Indoor environment.

Physical Demands

Sitting for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Walking.

Hazards

None