

Job Description

San Ramon Valley Unified School District

Buyer

Purpose Statement

The job of Buyer is done for the purpose of purchasing District supplies, equipment and services; ensuring District protection from liability through adherence to state and federal regulations, laws, and codes; providing support to department activities with specific responsibility for accurately implementing purchasing activities; ensuring District receipt of quality goods and services; ensuring maximum cost savings through selection of trusted vendors, competitive quotes and bids; interfacing with District departments and school sites; responding to a range of inquiries regarding processes or bid status; providing timelines for accurate delivery; assisting in the negotiation of contracts to ascertain legality; analyzing and comparing complex and detailed quotations, bids and proposals; performing a range of District wide duties required for budgetary compliance; and achieving department objectives and goals that ensure optimal District operation.

This job reports to Assigned Supervisor

Essential Functions

- Assists Senior Buyer in bidding processes and contracts for vendor performance/compliance within established legal and budgetary limits for the purpose of ensuring accurate documentation, budgetary and legal compliance.
- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Communicates with vendors and District personnel and Senior Buyer for the purpose of ensuring clarification of issues related to purchase orders, invoices, statements, deliveries, and payments.
- Develops a variety of records for the purpose of maintaining accurate record documentation.
- Directs maintenance of resource data for purchases by District personnel for the purpose of ensuring availability of resources and information.
- Implements technical and purchasing processes for the purpose of analyzing requisitions, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Maintains appropriate levels of regular store stock items for the purpose of providing sufficient and optimal inventory.
- Oversees all orders for the purpose of ensuring accuracy.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products, for the purpose of ensuring compliance with budgetary guidelines and providing up-to-date purchasing opportunities.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Solicits supplier information (e.g. pricing, conditions of delivery and other related issues as necessary, etc.) for the purpose of ensuring responsible and desirable procurement of goods and services.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships; analyzing budgets; analyzing data; applying assessment instruments; classifying data and/or information; estimating required resources; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District and department purchasing policies and procedures; applicable State and Federal compliance, and Cost Accounting processes; personnel processes; purchasing procedures and terminology; detailed record keeping; e-commerce processes; pertinent codes, policies, regulations and/or laws; budget management; accounting/bookkeeping principles; and recordkeeping and record retention practices.

ABILITY is required to schedule activities, meetings, and/or events; schedule a number of activities, meetings, and/or events; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: creating necessary specifications; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; exercising sound judgement; writing bid documents, specifications, contracts and reports; analyzing and comparing detailed quotations, bids and proposals; guiding staff; determining appropriate action to solve problems, and assessing issues, meeting schedules and time lines; reviewing purchasing processes; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; multi-tasking; setting priorities; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Three years of recent experience in the purchasing of supplies and equipment, preferably in a school district or government agency.

Education (Minimum): High school diploma or equivalent. Graduation from an accredited college or university in business or related field preferred.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintains Certifications and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 24