

Job Description

San Ramon Valley Unified School District

Senior Buyer

Purpose Statement

The job of Senior Buyer is done for the purpose of purchasing district supplies, equipment and services; ensuring District protection from liability through strict adherence to applicable regulations, laws, and codes; providing support to department activities with specific responsibility for implementing purchasing activities; implementing competitive bid development and management; ensuring District receipt of goods and services; ensuring cost savings through selection of vendors, competitive quotes and bids; interfacing with District departments and school sites; overseeing daily activities; responding to a range of inquiries regarding processes or bid status; providing timelines for delivery; analyzing and comparing quotations, bids and proposals; and performing various recordkeeping duties as required.

This job reports to Assigned Supervisor

Essential Functions

- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Communicates with vendors and District personnel for the purpose of clarifying and resolving issues related to purchase orders, invoices, statements, deliveries and payments.
- Develops a variety of records for the purpose of maintaining historical documentation.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Facilitates contracts for the purpose of ensuring responsible and desirable procurement of goods and services.
- Maintains signature authority for the purpose of providing necessary district e-commerce purchasing.
- Oversees 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.
- Prepares all bid specifications and bidding processes for the purpose of documenting activities, ensuring optimal processing, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- 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 options.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.
- Reviews a variety of purchasing processes for the purpose of ensuring accuracy, process completion, and compliance for District purchasing.
- Trains school site and department personnel for the purpose of providing appropriate information regarding District purchasing processes and compliance requirements.

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: Five years recent experience in purchase of supplies and equipment in a school district or government agency.

Education (Minimum): High school diploma or equivalent. Graduation from a four-year institution with a Bachelor's degree in Business Administration or closely related field preferred. Certified Professional Public Buyer (CPPB), Certified Professional in Supply Management (CPSM), and/or Certified Purchasing Manager (CPM) 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 28