

## ORANGE UNIFIED SCHOOL DISTRICT

### SENIOR BUYER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.*

#### **DEFINITION**

Under general supervision, performs specialized buying. Incumbents in this class work as a specialized buyer, exercising independence of activities. Incumbents have as a primary responsibility the review and amending of bid specifications related to maintenance or construction projects open to contractors and vendors. Incumbents write specifications, purchase materials and coordinate the availability of supplies for departmental personnel. Methods and procedures are in accordance with District policy and law, purchasing procedures and the needs of the assigned department. Incumbents are required to monitor purchasing activities of the department and to ensure compliance with all purchasing-related requirements.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *(Management reserves the right to add, modify, change or rescind related duties and work assignments.) Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

Purchase items of supplies, services and equipment with proper consideration given to quality, price and deliver; prepares bids for supplies, services and equipment, including the development of specifications; attends bid meetings, takes notes on verbal descriptions of required work and makes amendments to specifications in accordance with verbal requirements; secures prices, either estimated or actual, of items for budget and accounting purposes; interviews sales representatives; meets with instructional committees, administrators and other District personnel to discuss bids, material and equipment needs, to advise on purchases and to discuss purchasing procedures and requirements; determines priority of requisitions, traces missing deliveries and researches new products; advises on the preparation and/or revision of specifications; follows up on delivery of items to obtain timely delivery; develops sources of supply to maintain lists of prospective bidders and vendors; analyzes bids and prepares recommendations of awards; conducts warehouse inventory and purchases items according to stock level demands; edits and prices requisitions prior to issuing purchase orders; composes correspondence to vendors.

#### Marginal Functions:

Performs related work as required.

#### **MINIMUM QUALIFICATIONS**

Knowledge of: procedures and practices related to purchasing; record keeping procedures; purchasing terminology; correct English grammar, spelling, punctuation, and vocabulary; applicable legal requirements, regulations and ordinances; District procedures or rules and regulations relative to purchasing, safe working methods and procedures.

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Ability to: evaluate bids for supplies, equipment, materials and services; make purchases of supplies, equipment, materials and services from the most appropriate vendors; apply purchasing rules, policies and law; make and check arithmetic computations; operate office equipment, including a personal computer and related software; compose correspondence; prepare and maintain accurate records and reports; operate a vehicle, observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work.

#### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Four years of journey-level experience performing responsible purchasing or buying functions for a large organization in the designated area of specialization.

##### Training:

Equivalent to graduation from high school.

### **WORKING CONDITIONS**

#### Environmental Conditions:

Office environment, performing work that is primarily sedentary.

#### Physical Conditions:

Seeing to read small print and to proof accuracy of materials; extended viewing of computer monitor; hearing and speaking to exchange information in person or on the telephone with staff and public; sitting and operating a keyboard for prolonged periods of time; mobility to reach, stand, bend, and stoop; and dexterity of hands and fingers to operate standard office equipment and manipulate small objects.