

BERKELEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER

BASIC FUNCTION:

Perform a variety of technical duties involving the purchase of services, supplies and equipment; obtain quotes, process bids and contracts, and review purchase orders and specifications; order items in accordance with policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involving the purchase of services, supplies and equipment; assure the smooth and timely delivery of goods and services to schools and departments.

Research and evaluate sources of supply; obtain written or verbal quotations from vendors; process and evaluate formal bid specifications and contracts as assigned; assure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.

Receive, review and process purchase requisitions; assure accuracy and completeness of order information and proper signatures; date stamp and log into appropriate system; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Order services, supplies and equipment in accordance with established policies and procedures; award bids or quotes and prepare purchase orders; contact other departments to assure receipt of ordered goods; order supplies for the office; prepare order acknowledgements.

Input purchase order information into an assigned computer system; set up new vendor information in assigned system; update commodity codes in the system as needed; generate purchase orders and submit for approval as necessary; maintain automated records as appropriate.

Contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary; maintain and update vendor catalogues and files; follow up on delayed shipments, discrepancies and damaged deliveries.

Communicate with vendors and personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchasing activities; work with accounts payable staff on resolving invoice issues.

Prepare and maintain a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices and assigned activities; maintain files of purchase orders, insurance certificates, W-9s, and other document files as assigned.

Operate a variety of office equipment including a calculator, copier, fax machine, printer, computer and assigned software.

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Prepare a variety of correspondence related to the purchasing function; receive and respond to e-mails and phone inquiries; receive and sort USPS mail.

Train and provide work direction and guidance to student assistants as directed; provide training in the proper use of purchasing software to employees as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic purchasing policies, practices and terminology.

Applicable laws, codes, regulations, policies and procedures.

Local vendors and sources of supply.

Technical aspects of researching, comparing and purchasing supplies, materials and equipment.

Record-keeping and report preparation techniques.

Operation of standard office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical computations.

ABILITY TO:

Perform a variety of technical duties involving the purchase of services, supplies and equipment.

Research and evaluate sources of supply.

Obtain verbal and written price quotations.

Prepare, review, verify and process purchasing forms and documents.

Order items in accordance with policies and procedures.

Maintain vendor lists and catalogs.

Process bid specifications.

Operate standard office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

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.

Add, subtract, multiply and divide quickly and accurately.

Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and four years experience in the purchase of supplies and equipment.

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WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.