



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Buyer</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Purchasing</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 50</b>

**BASIC FUNCTION:**

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

**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