

## TORRANCE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: BUYER**

### **BASIC FUNCTION:**

Under the direction of the Director of Purchasing and Administrative Services, perform technically responsible duties related to the locating, sourcing and procuring District supplies, materials, equipment and services in compliance with applicable codes, regulations, procedures and practices.

### **DISTINGUISHING CHARACTERISTICS:**

Buyer is the second level of independent procurement for the District purchasing function. Incumbents purchase a wide variety of equipment, supplies and services. Buyer incumbents additionally coordinate formal bid procedures for materials, services, construction and public works projects.

### **REPRESENTATIVE DUTIES:**

Perform responsible duties in the purchase of District supplies, materials, equipment and services in conjunction with established specifications, quality and price while in compliance with all applicable laws and codes. **E**

Maintain appropriate levels of assigned warehouse stock, prepare quotation and procure when inventory levels indicate. Monitor stock for trends in usage. Make recommendations for inventory additions, deletions, substitutions based on buying patterns of user schools and departments. **E**

Process and prepare where applicable formal bids in accordance with all Education Code and Public Contract Code provisions, including advertising, mailing, duplication, assistance at job walks, bidder conferences, bid openings, prepare for review and dissemination Board award and all follow-up documentation. **E**

Monitor formal bid contract payments, schedules and all contract administration requirements as detailed in the specifications. **E**

Communicate with vendors and District personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to invoices, statements, orders and deliveries. **E**

Assist District personnel to clarify and specify needs in product and service areas where necessary. Make recommendations on most effective and expedient recourse. **E**

Process requisitions for the purchase of materials, supplies and equipment according to District policies and procedures. **E**

Prepare and review new and annual service and material bids and open purchase order contracts. **E**

Follow up on purchase orders as needed; expedite invoicing and deliveries and resolve problems. **E**

Interview vendors regarding new and current materials, service and supplies. **E**

Operate a variety of office equipment and use word processing and spreadsheet software. **E**

Assist in guidance of other staff and office functions and ancillary duties in the absence of the Director. **E**

Attend meetings and in-service training when requested. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Public sector procurement practices.
- District and departmental purchasing policies and procedures.
- Applicable sections of all Governmental Codes.
- Purchasing procedures, terminology, inventory control, and purchasing District supplies.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Computer programs, word processing, spreadsheet and data base management software.
- Interpersonal skills using leadership, tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Exercise sound judgment in the purchase of a variety of materials, supplies and equipment.
- Prepare and process purchase orders and formal bids.
- Operate a variety of office equipment.
- Establish and maintain a cooperative and effective working relationship with others.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Work independently with little direction.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Perform mathematical computations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in business administration, business education or related field and four years experience in the purchase of supplies and equipment in an automated purchasing environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Seeing to read and research specifications, speaking and hearing to communicate with vendors and District staff, reaching to file documents, sitting for extended periods of time, and dexterity of hands and fingers to operate a computer terminal and standard office equipment.