

## SENIOR BUYER

### **JOB SUMMARY**

Under the direction of the Director of Purchasing, the Senior Buyer determines procurement methods, processes, vendors, and delivery choices which provide the greatest value to the district. The Senior Buyer works with staff at all levels to determine what choices will provide the greatest value to the district and takes appropriate action to resolve complaints and improve customer service both internally and externally with vendors. The Senior Buyer provides expertise and guidance in all areas of the financial software system.

### **REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

The Senior Buyer may perform any combination of the following:

- Evaluates requisitions and works with district staff at all levels to determine the appropriate procurement methods, adherence to specifications, product and vendor choices, available piggyback options, shipping methods and location, discounts, shipping charges, options, fees, costs, and other factors to determine total cost and overall best value.
- Makes purchasing recommendations to the Director of Purchasing and district staff based upon factors such as cost, quality, specifications, date item(s) is needed, and best value.
- Reviews, analyzes, and participates in the preparation and maintenance of contracts for various services; verify contractor licensing, qualifications, bonds, insurance, and references; prepare Board agenda requests for approval to award to the lowest bidder as directed; prepare and distribute a variety of notices concerning bids and contracts; follow up on contractor projects to assure proper completion.
- Works with district staff, vendors, other school districts, county agencies, state agencies, consortiums, Joint Powers Authorities, and other organizations to evaluate purchasing options, provide support and information, and resolve disputes.
- Coordinates and maintains purchasing records, files, reports, contracts, purchase orders, quotes, requisitions, products, deliveries, vendors, piggyback bid documents, and other purchasing related documents in accordance with established procedures.
- Provides training and support to district staff in the use of the district financial software system as it relates to purchasing functions.
- Searches vendor-specific internet shopping sites to research products, pricing and other information.
- Negotiates price, discounts, specifications, shipping rates, and other variables that add value or reduce cost for the district.
- Reviews purchase order information to ensure accuracy and completeness and places orders in accordance with established procedures.
- Adheres to bid limits, service and public works contract requirements, and other California laws and regulations regarding purchasing, contracting, and bidding.
- Contacts customers to ensure items were received, receiving paperwork is signed and returned, and follows up on delayed orders, order issues, and returns.

SENIOR BUYER

- Monitors customer satisfaction of items received, resolves complaints and improves the quality of service and products provided.
- Reconciles differences between purchase orders and invoices.
- Researches new products, contractors, suppliers, equipment, available purchasing contracts, and regulations to identify those which will enhance satisfaction, productivity, efficiency, effectiveness and/or safety of various operations inside and outside the classroom and to ensure conformity to regulations and budgetary guidelines.
- Attends in-services, classes, workshops, and conferences to keep informed about changes and trends that affect purchasing activities and the financial software system.
- Assists with District surplus and asset tracking.
- Assists other personnel as may be required.
- Performs other job-related duties as assigned.

**JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

- Methods and procedures used in purchasing goods and services for a school district
- Legal and procedural requirements related to purchasing, including applicable sections of State Education code and other applicable laws
- Contract review and preparation
- Accounting practices and procedures related to purchasing
- Financial software systems
- Vendor-specific web-based shopping sites
- Current, up-to-date office practices and procedures
- Electronic and manual record keeping practices
- Workplace math such as arithmetic operations, percents, rounding and problem solving
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Business writing, proofing, and editing

**ABILITY TO:**

- Obtain, analyze, and evaluate bids and quotations.
- Provide information to others regarding purchasing practices and policies.
- Research products, contractors, suppliers, equipment, and regulations.
- Process and reconcile purchase orders, requisitions, and invoices.
- Thoroughly analyze detailed information, contracts, data and product specifications.
- Identify, investigate, and resolve order issues.
- Learn, interpret, apply and explain laws, codes, rules, policies and procedures.
- Keep informed about changes and trends in purchasing and accounting practices.
- Compose written communications using correct grammar, spelling, punctuation and vocabulary.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date software applications to perform job duties efficiently.

### SENIOR BUYER

- Become an advanced user of the district financial software system and train others.
- Communicate with courtesy, diplomacy, and tact.
- Establish and maintain cooperative working relationships with others.
- Establish and maintain records and files.
- Perform accurate math calculations.
- Plan, prioritize, and organize work, meeting schedules and timelines.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

### EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. College-level courses in business, purchasing, or a related field preferred. Two years of progressively responsible experience involving work with purchasing functions is required.

### DISTINGUISHING CHARACTERISTICS

The Senior Buyer is a classification within the Purchasing series. Positions in this series provide clerical and more progressively responsible purchasing support as the series progresses.

The **Senior Buyer** is an advanced-level classification responsible for the complex business procedures involved in purchasing. This class also serves as a resource to Buyers, staff, vendors and other outside parties for information regarding the acquisition of supplies, equipment and services and trains and supports staff in the use of the district financial software system.

Distinctions between the Senior Buyer and purchasing positions below are distinguished as follows:

The **Director of Purchasing** is responsible for planning, organizing and directing the District's purchasing and warehousing functions.

The **Buyer** is responsible for reviewing requisitions, soliciting pricing, and processing purchase orders. The Buyer works closely with the Senior Buyer and Director of Purchasing to determine compliance with established guidelines and laws. Buyer is responsible for entering information into the district financial software system.

The **Contracts Analyst** performs highly complex and technical analysis of contracts for services and volume procurements for goods and services. This class differs from the class of Senior Buyer, which is responsible for the complex business procedures involved in purchasing and warehouse inventory replenishment and for the efficient, timely and economical accomplishment of purchasing activities for assigned product and service lines and review of routine contracts.

### REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

SENIOR BUYER

**CERTIFICATES**

Valid California Class C driver’s license; record of driving history issued by the California DMV.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require physical demands as outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

**AUDITORY OR VISUAL REQUIREMENTS**

Auditory ability to communicate with staff, vendors, and others. Able to respond to safety bells and emergencies. Vision ability to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

None