

CULVER CITY UNIFIED SCHOOL DISTRICT

BUYER

DEFINITION

Under the direction of the Fiscal Services Department, assist the Director and/or Assistant Director to plan, coordinate, direct, supervise and control the purchase, receipt, storage, and distribution of products, supplies, services and equipment in accordance with established District purchasing policies

EXAMPLES OF DUTIES

Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities, including required Reports for Board Meetings;

Assist the Director and/or Assistant Director of Fiscal Services in the formal bid processes for complex projects including a prequalification process, if appropriate; assist in preparing bid openings and bid results;

Assist with the preparation and processing of bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria; record bid events and verifies vendor compliance with bid requirements and restrictions;

Assist Director and/or Assistant Director in implementing and managing an online purchasing system;

Assist and train site staff in entering purchase order requisitions into the online purchasing system;

Receives, sorts and records purchase requisitions;

Maintains requisition control files and records;

Obtains telephone quotations;

Prepares reports concerning data received from manufacturers' representatives and vendors concerning price, product, quality and service, and delivery dates;

Follows up delayed shipment discrepancies and damaged deliveries;

Reviews requisitions, invoices and purchase orders, and takes necessary action to complete the purchasing related transactions;

Follows up back orders and credit transactions;

Establishes and maintains supply, material and equipment inventory control records;

May assist in the review, evaluation and testing of new or alternate commodities and services;

Analyzes and evaluates inventory control records and prepares reports pertaining to the warehouse stock status;

Assist in warehouse with reprographics and mail distribution, as needed;

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods of purchasing, warehousing and distribution record management; modern office operational procedures and the operation of standard office equipment; English usage, spelling, grammar and punctuation; purchasing, warehousing and distribution procedures and related terminology; common commodity supply sources.

Ability to:

Perform specialized buying activities and functions; perform arithmetical calculations and record review with speed and accuracy; type at a net corrected speed of 45 words per minute; operate a variety of standard office equipment effectively and efficiently; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience:

Two years of general Purchasing Department experience, including one year performing routine buying service.

Education:

Associate Degree in Supply Chain Management, Accounting, Business or Legal Studies

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

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

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

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