

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: BUYER

REPORTS TO: Assigned District Administrator

JOB GOAL The goal of this position is to acquire the necessary resources to support District operations which include performing complex technical and analytical duties related to the purchase of material, equipment, supplies, professional services and contracts for the District while assuring the District revenue is accurately and effectively utilized; provide instruction and guidance on order processing; ensure audit trail and reference documentation of purchases; and ensure compliance with related contract bidding regulations.

QUALIFICATIONS

Knowledge of:

1. Correct English usage in both written and verbal form.
2. Correct spelling, grammar, and punctuation.
3. Standard office equipment.
4. Public purchasing and procurement principles, practices, and procedures.
5. Purchasing procedures, terminology, inventory control, and warehousing methods and procedures.
6. Technical aspects of researching, comparing, and purchasing District supplies, materials, and equipment.
7. Basic purchasing policies, practices, and terminology.
8. Basic bid specification preparation.
9. Methods of conducting product and vendor research.
10. Material handling, inventory control, shelf life, and delivery.
11. Warehouse operations, procedures, equipment and terminology.
12. Laws, rules, and regulations related to assigned activities.
13. Governmental purchasing practices.
14. Financial and statistical record-keeping techniques.

Ability to:

1. Communicate effectively orally and in writing.
2. Establish and maintain effective working relationships with all levels of staff, agency representatives, and the public.
3. Operate standard office equipment, media equipment, and the use of basic computer applications.
4. Maintain detailed and accurate records.
5. Represent the District effectively in meetings.
6. Maintain confidentiality of sensitive and privileged information.
7. Sit for prolonged periods.
8. Understand and carry out oral and written instructions.
9. Interpret and apply complex policies and pertinent laws, rules, and regulations related to job duties.

Job Description	Buyer
------------------------	--------------

Ability to (continued)

10. Perform mathematical computations accurately to complete reports, update budgets, complete requisitions, or complete travel reimbursements.

Training and Experience:

1. Equivalent to the completion of the twelfth (12th) grade, including or supplemented by college-level course in budgets, principles of accounting and purchasing.
2. Three (3) years of increasingly responsible experience in financial record-keeping or purchasing preferably within a school district or experience that could likely provide the desired knowledge and abilities may be considered.
3. Has working knowledge of word processing and spreadsheet software related to position.
4. A work history demonstrating dependability and reliability.

ESSENTIAL FUNCTIONS

1. Advises other personnel, vendors and contractors to provide instruction and guidance on order processing.
2. Authorizes requisitions, change orders, store inventory purchases, etc. to ensure proper use of District funds in the acquisition of supplies, equipment and services.
3. Monitors purchase orders, contracts, bids, and budgetary expenditures to ensure accurate allocation of funds, adherence to fiscal regulations and compliance with State/Federal bidding regulations.
4. Processes documents (e.g., purchase orders, requisitions, contracts, etc.) to ensure the acquisition of supplies, equipment and services.
5. Procures supplies, equipment, and services to acquire necessary resources to support District operations.
6. Performs responsible technical duties related to the procurement of supplies, equipment, materials and public works services under the District's California Uniform Public Construction Cost Accounting Act (CUPCCAA) program.
7. Reconciles purchase orders to receive documents (e.g., bill of landings, packing slips, invoices used as packers, etc.) to ensure accuracy.
8. Processes requisitions into purchase orders.
9. Researches and resolves discrepancies to ensure customer satisfaction.
10. Maintains adequate stock levels of stores inventory to ensure availability of product.
11. Solicits and negotiates bids and requests for quotes to procure supplies, equipment, and services.
12. Manages the full cycle bid process to collect bid data, prepare bid packages, analyze, recommend award and manage bids.
13. Performs responsible technical duties related to the acquisition of supplies, equipment and materials for the District.
14. Assists in the determination of sources of supply; obtains current prices, detailed specifications and shipping and delivery information.
15. Contacts vendors regarding discrepancies in invoices, statements, and deliveries; monitors through to completion to ensure that problems and issues with vendors are addressed.

Job Description **Buyer**

ESSENTIAL FUNCTIONS (continued)

16. Performs product comparison and analysis and identifies problems and issues.
17. Prepares documentation (e.g., Board Agenda items, procedure manuals, etc.) to provide written support and/or convey information.
18. Identifies, manages and disposes of furniture surplus for the District.
19. Maintains the Purchasing Department District web page.
20. Assists with preparing textbook disposal in accordance with Board Policy/Administrative Procedure.
21. Assists with Governing Board Agenda preparation.
22. Maintains Certificates of Insurance, performance agreements, copier contract and vending machine contract compliancy.
23. Processes Requests for Proposal (RFP) for various services.
24. Reviews open orders to manage order status; manages order discrepancies and returns.
25. Assists with maintaining California Uniform Public Construction Cost Accounting Act (CUPCCAA) compliance and maintains contractor worksheets.
26. Attends various meetings (e.g., District, site, county, etc.) to communicate and/or obtain information.

SPECIAL REQUIREMENTS

1. Possession and maintenance of a valid and appropriate state of California driver's license; have an acceptable driving record and be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.
2. Must use safety equipment and safety devices designated for this position.

PHYSICAL ABILITY

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to climb slopes, stairs, steps, ramps and ladders.
6. Able to lift up to ten (10) pounds frequently and thirty (30) pounds occasionally.
7. Able to carry up to ten (10) pounds frequently and thirty (30) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to thirty (30) pounds.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
10. Able to exhibit full range of motion for shoulder abduction and adduction.
11. Able to exhibit full range of motion for elbow flexion and extension.
12. Able to exhibit full range of motion for shoulder extension and flexion.
13. Able to exhibit full range of motion for back lateral flexion.
14. Able to exhibit full range of motion for hip flexion and extension.
15. Able to exhibit full range of motion for knee flexion.
16. Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

Job Description **Buyer**

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve (12) month work year

Classified bargaining unit member

EVALUATION Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by: Board of Education

Date: January 20, 2022

Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.