

BUYER

DEFINITION

Procures supplies, equipment, furniture, foods, and services; develops and administers contracts for District use; and assists areas/regions with procurement policies and procedures.

TYPICAL DUTIES

- Makes purchases and prepares and administers contracts for supplies, equipment, furniture, foods, and services in compliance with the State Education Code, Public Contract Code, Board of Education Rules, and other applicable regulations.
- Determines vendors from whom purchases will be made based on most favorable prices consistent with quality, quantity, and delivery; and adherence to specifications, bid conditions, and other factors utilizing formal bid procedures or obtaining bids by SAP, fax, electronic mail, or telephone.
- Coordinates the preparation, processing, and administration of annual bids for continuing-price contracts with other District offices and vendors.
- Coordinates all procurement and contract related matters for materiel, furniture, and services for an assigned area/region.
- Confers with technical personnel and administrators from various departments about specifications for purchases and prepares, reviews, and modifies specification update forms in accordance with District requirements and current manufacturer, supplier, and market data.
- Organizes, attends, and may conduct tests and demonstrations of items to be purchased to determine quality and adherence to specifications.
- Investigates and develops sources of supply, obtains information on seasonal and other market trends and conditions, and advises administrators concerning timing and quantity of purchases.
- Uses SAP and computer databases to compile, retrieve, and analyze various reports related to procurement, contracts, warehousing and distribution, food order, and inventory management.
- Interviews vendor representatives regarding new or improved products, trade practices, and methods. Estimates prices of requested items for fund encumbrances and establishes delivery points.
- Advises clerical employees on the content of specifications and bid mailing lists.
- Assists schools and offices by providing training and technical support, and answering procurement-related questions.
- Corresponds with vendors and governmental agencies concerning such matters as legal requirements, government-surplus purchases, current marketing and manufacturing data, and possible joint contracts.
- Confers with suppliers and District officials regarding complaints about the quality of materials or equipment received.
- Performs procurement and stock replenishment analysis for the District's warehousing and distribution operations.
- Expedites deliveries and interprets specifications for delivered items.
- Maintains files concerning items purchased.
- May train and give work direction to lower-level personnel.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies, equipment, furniture, foods, and services for District use by utilizing a variety of purchasing tools, including purchase orders, contracts, and credit cards.

A Supervising Purchasing Services Coordinator oversees the purchasing activities of a large buying staff, and coordinates and administers training programs for staff involved in both stock and non-stock purchasing activities for the District.

An Assistant Buyer receives on-the-job training in purchasing, contracting, and inventory management functions by assisting in the routine aspects of purchasing of a variety of commodities for District use and performing duties related to warehousing and distribution, inventory management, including stock replenishment analysis and assisting in expediting deliveries.

SUPERVISION

General supervision is received from a Supervising Purchasing Services Coordinator or Purchasing Services Manager. Work direction may be exercised over an Assistant Buyer or lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Commodity markets, prices, and sources of supply
- Provisions of the Education, Public Contract, Government, and Civil Codes of the State of California pertaining to purchasing
- Business law as it pertains to purchasing and contracts
- Preparation and interpretation of purchase specifications
- Procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues
- Procurement procedures involved in processing and awarding formal invitation for bids, informal request for quotations, and contracts
- Commodity testing organizations and facilities
- Sources of authoritative manufacturing and marketing data
- Governmental purchasing procedures
- District computer applications such as SAP and Cafeteria Management System (CMS)
- Computer software applications such as Microsoft Word, Excel, Outlook, and PowerPoint

Ability to:

- Communicate effectively with District personnel and vendors
- Determine compliance of materials with specifications
- Compile and write clear and concise reports
- Understand and apply Education Code provisions and legal opinions pertinent to purchasing
- Create and maintain good relations with vendors, governmental officials, and District personnel
- Work independently with minimal supervision
- Use computer databases to input and retrieve data and prepare spreadsheets
- Use a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business administration, public administration, information systems, and statistics. Additional qualifying experience beyond that required may be substituted for the required education on a year-for-year basis for up to two years of the required education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

One year of procurement experience as an Administrative Staff Aide, Assistant Buyer, Head Stock Clerk, or Inventory Control Analyst, with the Los Angeles Unified School District, or two years of experience in inventory management, contracting, purchasing services, or preparing specifications for the purchase of supplies, equipment, furniture, foods, or services.

A valid certification as an Accredited Purchasing Practitioner (A.P.P.); Certified Purchasing Manager (C.P.M.); or Certified Professional in Supply Management (C.P.S.M.) issued by the Institute of Supply Management (ISM), formerly the National Association of Purchasing Management (NAPM), may be substituted for the required experience.

Special:

A valid California Driver License.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK