



*Our Children, Our Schools, Our Future!*

Jurupa Unified School District

## **BUYER**

### **DEFINITION**

Under general direction, procures and purchases school and office supplies, materials and equipment; maintains support data and records; and does related work as required. Individuals in this class work closely with vendors and district staff to expedite the purchase and procurement of supplies, materials and equipment as determined by district or school needs and requests. They must also cooperate with other Business Office staff to ensure the efficient processing of pre-purchasing paperwork. Buyer activities are circumscribed by State Law, Board Policies and established procedures. However, quality performance requires resourcefulness, professional methods and experienced judgment.

### **ESSENTIAL JOB FUNCTIONS**

- Receives, reviews and analyzes purchase requisitions.
- Invites quotations and bids.
- Initiates purchase orders.
- Interviews vendors and investigates sources of supply.
- Compares and analyzes quotations and recommends awards on bids.
- Checks products' compliance with legal requirements to ensure receipt of proper quality and quantity on specified dates.
- Investigates complaints and secures adjustments.
- Confers with school administrators, department heads, and technical personnel concerning quality of supplies and equipment and modification of specifications.
- Remains current and knowledgeable regarding current prices and qualities; technological, ergonomic, and other changes to commodities; new and alternative commodities; and sources of supply, and vendor performance.

### **OTHER JOB FUNCTIONS**

- Performs other related duties as required.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Supplies, materials, and equipment common to school districts;  
Sources of supplies and marketing practices;  
Office practices, record keeping, and filing;  
Standard purchasing terminology and specifications;  
English, grammar, and arithmetic calculations;  
Basic computer operation.

#### **Ability to:**

Learn the requirements of the Education Code and district policy as well as the methods and procedures used in the purchasing of school district supplies and equipment;  
Read and understand a variety of technical and general materials;  
Follow oral and written directions;

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### **Ability to (continued):**

- Compose letters and draft specifications independently;
- Establish and maintain cooperative working relations with others;
- Make arithmetic calculations and check records with speed and accuracy;
- Read and comprehend handwritten or typed documents, and the display screen of office machines;
- Communicate effectively;
- Sit for sustained periods of time;
- Work on more than one task at a time;
- Concentrate on current task in spite of distractions in an active, busy environment;
- Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
- Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
- Maintain regular, steady attendance.

### **Skills:**

- Typing: 45 words per minute
- Ability to use calculator, adding machine, and other office equipment.

### **Experience:**

Three years of responsible purchasing office experience, including responsibility for procurement, buying, writing specifications, and similar work.

### **Education:**

Two years of college including courses in purchasing, business management, or related fields.

Note: This type of experience and training background is indicative of the kind and level most likely to be successful and is not meant to be interpreted in an overly literal or restrictive manner in regard to alternative, equivalent backgrounds.

### **Personal Qualifications:**

Professional manner, adaptability and flexibility, mature attitude, judgment, and poise.

Personnel Services  
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