

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: BUYER

DEPARTMENT: MAINTENANCE OPERATIONS & TRANSPORTATION

REPORTS TO: DIRECTOR MAINTENANCE OPERATIONS & TRANSP.

DEFINITION:

Under the supervision of the Maintenance, Operations, and Transportation Director, is responsible for all purchasing functions for the district with the exception of the cafeteria food and supplies, and technology equipment. Plans, directs and participates in the procurement of supplies, materials and equipment using State bidding procedures. Drafts specifications and contracts for services. Performs related work as required.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Plans, organizes, coordinates, and supervises the District's purchasing operation, entailing the procurement of supplies, materials, equipment and services.
- Researches District's equipment needs.
- Prepares and directs the preparation of specifications, bids and quotations for a variety of school supplies and equipment, and other related purchases.
- Analyzes bids or quotations received and drafts contracts for services or supplies.
- Recommends awarding of contracts or placing of purchase orders.
- Conducts inquiries, interviews vendors and analyzes prices and market trends to establish and maintain the best sources of supply.
- Evaluates and selects materials to replenish or expand District stock, maintaining a stock level consistent to meeting school requirements and within the limitations of storage facilities.
- Keeps an accurate inventory of all supplies, and equipment, and prepares a purchasing schedule.
- Plans and maintains a record-keeping system and prepares reports.
- Performs other related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Knowledge of modern purchasing and inventory control procedures.
- Maintaining accurate current records of stock transactions and inventory.
- Performing a variety of complex clerical functions.

ABILITY TO:

- Ability to interact with all departments and work cooperatively with others, and supervise others within the department.
- Work closely with the accounting department.
- Prepare a variety of monthly and annual reports.
- Process requisitions, purchase orders, and participate in annual schools supply inventory.
- Communicate with vendors.
- The ability to plan and organize work with minimum supervision.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing services in this position classification will exert up to 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, and ramps, and will involve walking, standing or sitting for extended periods.
- Requires mobility to stand, stoop, reach and bend.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

ENVIRONMENT

- Work environment – indoors and outdoors.
- Temperature – normal climate, occasional adverse weather conditions.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Experience in purchasing desirable.

EDUCATION

- Equivalent to completion of high school with 2 years experience in a purchasing environment.
- A business related degree with purchasing related subjects or experience in the purchasing environment.

LICENSE REQUIREMENT

Possession of a valid California Drivers License.