

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: BUYER****BASIC FUNCTION:**

Under the direction of an administrator, purchase goods, supplies, materials, equipment, fixed assets, textbooks and services within specific commodity areas utilizing predetermined specifications; perform the technical functions of the buying process; assist in the organization and coordination of the purchasing operations and activities; maintain purchasing data and records; process and monitor current vendor contracts.

ESSENTIAL DUTIES:

- Purchase goods, supplies, uniforms, materials, furniture and equipment, computers and electronic devices, fixed assets, textbooks and services within specific commodity areas utilizing predetermined specifications; review and revise to purchase requisitions including better qualified suppliers; prepare requests for price quotations and finalize purchase order transactions.
- Review requisitions and obtain vendor and manufacture information relative to price, product quality, and service and delivery timelines. Research and provide alternative vendor information and purchasing methodology to ensure full procurement.
- Prepare formal and informal bids and request for proposals and perform evaluation and recommendations for award.
- Participate, coordinate or assist in organizing the bid acceptance and opening process.
- Compare and analyze quotations and bids, and recommends product and service awards.
- Assist requestors with determining product needs, alternate vendors, and bid and contract specifications; provide cost estimates on product source and availability.
- Perform data entry of purchase requisitions and purchase orders; identify issues with account codes for items being purchased and notify appropriate personnel; assists with resolving problems with invoices.
- Monitor, review and analyze purchase orders for accuracy and completeness; follow up and resolve any outstanding issues
- Conduct inventory of District textbooks and other materials; assist District and site administrators in planning for present and future textbooks and material needs.
- Organize and coordinate inventory control for District commodities including textbooks and warehouse stock.
- Prepare and maintain a variety of reports using applicable software.
- Research and compile ~~online~~ purchasing information including ~~website and~~ internet searches.
- Assist in the planning, development, coordination, and implementation of master buying calendar.
- Serve as a technical resource to school administrators in planning purchases, delivery, and storage for opening new schools and modernized spaces.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Organization and coordination techniques utilized in the purchasing, warehouse, and distribution functions.

Standard purchasing terminology, specification development, and bidding procedures.

Principles, methods, practices, and legal requirements of public and school district purchasing.

Sources of supplies and product information.

Current market trends for assigned commodities, marketing, product information and sources of supply.

Online ordering websites sites and internet purchasing research.

Applicable laws, codes, regulations, policies and procedures.

District organization, operations, regulations, policies and objectives related to position.

Telephone techniques and etiquette.

Automated financial and purchasing record and database systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Establish and maintain cooperative and effective working relationships with others.

Prioritize, schedule and meet timelines.

Work independently with little direction.

Answer telephones and greet the public courteously.

Interpersonal skills using tact, patience and courtesy.

Understand and follow oral and written directions.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Type and enter data accurately.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and three (3) years responsible accounting, clerical or purchasing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, Successful passage of the District Proficiency exam.

PHYSICAL DEMANDS:

Hear and speak to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

See to read a variety of materials.

Lift, carry, push or pull objects weighing up to 20 pounds.

Sit and stand for extended periods of time.

Reach overhead, above the shoulders and horizontally.