

JOB DESCRIPTION
Grossmont Union High School District

BUYER I

Purpose Statement:

The job of Buyer I is done for the purpose/s of assigning requisitions; expediting orders in open status; monitoring customer satisfaction of goods and services; procuring assigned product lines; reconciling purchase orders and invoices.

This job reports to Director, Purchasing

Essential Functions

- Assigns requisitions for the purpose of staff responsibility for each commodity.
- Attends inservice, classes, workshops, conferences for the purpose of keeping informed on changes and trends that affect purchasing activities and could be used by the District for new policies and procedures.
- Expedites orders that are over 15-30 days in open status and contacts vendor for the purpose of maintaining open purchase order list.
- Maintains a variety of manual and electronic documents, files and/or records (e.g. purchasing records, files, purchase orders, etc.) for the purpose of documenting activities, providing reliable information, and complying with district, state and federal requirements.
- Monitors customer satisfaction of goods and services received for the purpose of resolving complaints and improving the quality of services and products purchased in the future.
- Processes documents and materials for the purpose of disseminating items as appropriate.
- Procures assigned product lines for the purpose of ensuring the availability of products/materials as needed.
- Reconciles purchase orders and invoices for the purpose of providing for the accurate and timely delivery of checks, billing invoices and other accounting related materials.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.
- Sets up credit accounts (e.g. maintenance and operations, transportation, textbook vendors) for the purpose of processing routine and recurring supply orders.
- Verifies item descriptions and amounts in quotations for the purpose of ensuring proper processing of data and providing necessary information.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: legal and procedural requirements in the procurement and acquisition of goods and services for a school district; accounting practices and procedures; concepts of grammar and punctuation; and modern office practices, procedures and equipment.

ABILITY is required to schedule activities and/or meetings; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Not Evaluated

Approval Date

4-19-2007

Salary Grade

Unit II 43