

JOB DESCRIPTION
Grossmont Union High School District

BUYER II

Purpose Statement:

The job of Buyer II is done for the purpose/s of procuring assigned product lines, within budget and specifications, ensuring proper processing of data and providing necessary information for timely delivery of checks, billing invoices and other accounting related materials, for establishing audit trail and for resolving disputes; verifying computations, and assuring proper authorization and appropriate accounting coding; completing job assignments accurately; and identifying equipment to be added to fixed asset inventory. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Director, Purchasing

Essential Functions

- Analyzes quotations within assigned responsibility for the purpose of evaluating adherence to specifications and recommending award to vendor.
- 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.
- Compares item descriptions and amounts in bids and contracts for the purpose of verifying computations.
- Evaluates requisitions for the purpose of determining the appropriate type of procurement method, obtaining quotations.
- 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.
- Prepares written materials (e.g. procedures, recommendations, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- 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.
- Recommends equipment, vendors, material, etc. for the purpose of providing the most cost effective options for the District.
- 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.
- Researches a variety of topics (e.g. new products, costs, delivery options, discrepancies, suppliers, equipment, regulations, etc.) for the purpose of providing information, developing recommendations, and/or ensuring accuracy to procedures prior to processing data.
- Responds to inquiries for the purpose of providing information and/or direction as may be required.
- Verifies item descriptions and amounts in quotations and contracts 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 Community College and/or Vocational School degree with study in job related area.

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

Non Exempt

Approval Date

4-19-2007

Salary Grade

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