

# JOB DESCRIPTION

## Grossmont Union High School District

### BUYER III

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#### **Purpose Statement:**

The job of Buyer III is done for the purpose/s of determining approved procurement methods and initiating bidding process for assigned product lines at the direction of purchasing Director; procuring assigned product lines; recommending bid awards; identifying products which will enhance efficiency, effectiveness and safety of district operations; identifying equipment to be added to fixed asset inventory system; and resolving complaints and improving customer service. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Director, Purchasing

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#### **Essential Functions**

- Analyzes bids and quotations within assigned responsibility for the purpose of evaluating adherence to specifications and recommending the awards.
- Evaluates requisitions for the purpose of determining the appropriate type of approved procurement method, obtaining quotations and initiating the bidding process, within assigned product lines and at direction of purchasing Director.
- Maintains a variety of manual and electronic documents, files and records (e.g. purchasing records, files, purchase orders, etc.) for the purpose of ensuring proper processing of data and providing necessary 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 requests for bids in consultation with appropriate District staff on technical and quality issues for the purpose of procuring assigned product lines (e.g. physical education and art equipment and supplies) in accordance with legal requirement for government procurement.
- Prepares written materials (e.g. surplus list, 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.
- 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 new products, suppliers, equipment and regulations for the purpose of identifying those which will enhance efficiency, effectiveness and/or safety of various operations inside and outside the classroom and for ensuring conformity to regulations and budgetary guidelines and amount issue.
- Verifies item descriptions and amounts in bids and contracts for the purpose of ensuring proper processing of data and providing necessary information.

#### **Other Functions**

- Assists individuals, school districts, county, state and others for the purpose of providing information and resolving disputes within assigned responsibility.
- 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 multiple, 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; applicable sections of State Education Code and other applicable laws; methods and procedures used in the purchasing of school district supplies and equipment; 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; analyze 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; setting priorities; 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 significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly 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

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**FLSA Status**

Non Exempt

**Approval Date**

4-19-2007

**Salary Grade**

Unit II 50