

BUYER II

DEFINITION

Under supervision, perform difficult and responsible clerical duties related to purchasing warehouse stock, employee attendance at conferences, instructional supplies, various types of equipment, records retention, furniture and equipment inventory, and interact with vendors; maintain files and records; prepare a variety of related reports and records; and do other related duties as required.

EXAMPLES OF DUTIES

Receive and process requisitions; solicit quotations, if needed, on equipment, services, warehouse and instructional supplies and repairs; issue purchase orders; keep detailed records and files; process purchase orders for delivery to appropriate departments and vendors; meet and deal with vendors; process/file warehouse and purchasing mail related to requisitions, correspondence and vendor catalogs; check requisitions for appropriate signatures and completeness; answer telephone inquiries and disseminate necessary information regarding orders; follow-up on order and delivery discrepancies screen vendor calls; deal with site personnel regarding trouble-shooting problems; input/process asset inventory records; operate a computer inputting purchase orders, requisitions, and various reports; perform arithmetical calculations and verify computations; perform general clerical duties including sorting, filing, duplicating, searching, and responding to informational inquiries; prepare and maintain record retention and file systems retrieval; and other related activities pertaining to the purchasing department.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Standard office practices, procedures, and techniques;
Education code and legal requirements and procedures used in public school district purchasing;
Modern office practices and procedures;
Computers and various computer programs;
Methods, practices, and procedures of record management systems;
Calculator and other office equipment.

Ability to:

Understand and apply standard office practices, procedures, and techniques;
Operate modern office machines, including computers, printers, copiers;
Understand and follow oral and written instructions;
Establish and maintain cooperative and effective working relationships;
Perform clerical work involving independent judgement requiring accuracy and speed;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Input from clear, legible copy;
Operate calculators efficiently;
Proficient operation and knowledge of a computer system.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in purchasing or record maintenance, or related functional areas.

Experience:

Two years of increasingly responsible experience in purchasing with some experience involving machine and computer-assisted processes.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I