

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Buyer**

**Purpose Statement**

The job of Buyer is done for the purpose/s of planning, organizing, controlling and directing the purchasing and inventory functions of the County Office of Education including contracts, leases and insurance documents; with specific responsibility for implementing purchasing activities in compliance with mandated requirements; overseeing daily activities; responding to a range of inquiries regarding processes or bid status; and achieving department objectives and goals within budget.

This job is distinguished from similar jobs by the following characteristics: Purchase Orders, RFB/CFB and Requests for Proposal (RFP) and Requests for Qualifications( RFQ), Open Bid.

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**Essential Functions**

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.
- Issues purchase orders, etc. (e.g. reviews and approves requisitions, RFB/CFB, RFP, RFQ, etc.) for the purpose of completing purchasing processes in accordance with established procedures.
- Maintains purchasing information, files and records (e.g. forms to document the details of the asset, tags, serial number noted, annual physical inventory count, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors (e.g. contractors, purchasing consortium, etc.) for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.
- Oversees required processes (e.g. asset inventory, setting up files, etc.) for the purpose of acquiring necessary resources to support districts operations.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials and electronic financial information (e.g. policies, procedures, contracts, contract templates standard T&C's, FAQs, checklists, manuals, purchase order requisitions, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements ( Administrative Regulations and Public Contract Code).

- Presents information on administrative procedures, services, regulations, etc. (e.g. technical expertise, government regulations, etc.) for the purpose of training, supervising, and orienting other personnel and/or disseminating information to appropriate parties for purchasing, contracts, leasing, bids insurance and asset inventory.
- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.
- Responds to inquiries from a variety of internal and external sources (e.g. contractors, administrators, vendors, purchasing consortium, etc.) for the purpose of providing information, direction and/or appropriate referrals.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships; analyzing budgets; analyzing data; auditing financial reports; classifying data and/or information; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; education code; and budget management and accounting; accounting practices; accounting/bookkeeping principles; bookkeeping practices; business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; keyboarding; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a 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 job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.; accuracy and attention to detail; setting priorities; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency: n/a

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Non-Exempt

Salary Range: Classified Management, Grade 24

**Personnel Commission Approved: October 19, 2016**