

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Buyer

BASIC FUNCTION:

Performs responsible technical and clerical purchasing functions for the Santa Clara County Office of Education. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class participates in the timely and economic acquisition of a variety of supplies, services, and capital equipment as assigned. This job class requires initiative, accuracy, and attention to detail, organizational skills, and the ability to focus on multiple tasks.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Reviews requisitions for the purchase of materials, supplies, equipment, and services, checking for proper authorization, complete descriptions, complete specifications, proper account allocation, availability of funds, and contacting appropriate department for further information as needed.

Creates, prepares, and processes purchasing documents, enters or edits purchase order data in purchasing requisition system as needed.

Confers with a variety of vendors regarding availability, costs, quality, quantity, and delivery of materials.

Prepares, issues, and monitors progress of purchase orders, assuring accuracy, following up on overdue orders, and reconciling delivered merchandise with purchase order.

Prepares, secures, and evaluates bids as assigned, tabulating and analyzing data and making award recommendations.

Confers with various departments, determining needs, creating bids and quotes, expediting orders and/or advising on products available.

Processes change/sub purchase orders, verifying proper authorization.

Meets and communicates with vendors, reviewing catalogues for information on new merchandise and new sources of supply, clarifying pricing, and confirming delivery as needed.

Responds to a variety of inquiries from program managers, staff, and vendors, confirming purchase orders, resolving discrepancies, and/or providing related information.

Assists programs in reviewing and resolving discrepancies in invoices, statements, or deliveries.

Assists in the development and establishment of purchasing policies and procedures, developing and maintaining related records.

Prepares, develops, and maintains a variety of correspondence, forms, and documents as well as routine and specialized reports relating to assigned functions.

Administers the purchase card program for the organization; processes and initiates a variety of related activities including new card requests, account holder change requests, generating monthly outstanding reports, issuing violation and/or revocation of cards, and other duties pertinent to the purchase card program; develops and maintains a system for reporting metrics related to the P-card program.

Operates standard office equipment, microcomputer hardware, software, and purchasing ordering information systems including, printers, fax machines, copiers, and calculator as well as word processing and spreadsheet programs.

Provides coverage for purchasing staff members, as needed.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Basic purchasing principles, practices, and terminology.

Public procurement.

Record keeping practices and principles.

Office methods, practices, procedures and equipment

Microcomputer hardware and software including word processing and spreadsheet programs.

Proper English usage including grammar, punctuation, spelling, and sentence structure.

ABILITY TO:

Learn sources, types, and characteristics of materials and supplies needed by the County Office of Education.

Interpret and apply Education Code regulations applicable to purchasing and accounts payable.

Perform arithmetic calculations accurately and rapidly.

Operate standard office equipment including microcomputer, typewriter, calculator, copier, and fax machine.

Use on-line financial and purchasing systems as well as word processing and spreadsheet software application programs.

Understand and carry out directions independently.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Generally, any combination of education and experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be, two years of college with major coursework in purchasing, business administration, accounting or a related field and during at least two years of increasingly responsible purchasing experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

Personnel Commission Approval Date: 08/01/84

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Marisa Perry
Director III – HR / Classified Personnel Services

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