

**RIALTO UNIFIED SCHOOL DISTRICT**  
**CLASSIFIED**

**LEAD BUYER**

Under the direction of an assigned Administrator or Supervisor, perform a variety of complex technical duties involving the purchase of services, supplies, and equipment for the organization; obtain quotes, prepare bids, and approve purchase orders; order and approve the purchase of items in accordance with District policies and procedures; process and monitor vendor contracts, conduct related training to schools and service areas; perform other job-related duties as assigned and/or as required.

**ESSENTIAL DUTIES:**

- Perform a variety of complex technical duties involving the purchase of services, supplies, and equipment for the organization; ensure the smooth and timely delivery of goods and services to schools and departments.
- Develop, review, facilitate, and process bids and other formal procurements related to the purchase of goods, services, equipment, and public works projects.
- Research and evaluate sources of supply; obtain written or verbal quotations from vendors; prepare and evaluate formal bid specifications and contracts as assigned; ensure compliance with applicable laws, codes, rules, and regulations related to formal and informal bidding procedures.
- Receive, review, process and approve purchase requisitions; ensure accuracy and completeness of order information and provide signature; inspect orders for accuracy and completeness regarding account coding and cost calculations.
- Order services, supplies, and equipment in accordance with established policies, procedures, and legal requirements; award bids or quotes and prepare purchase orders; ensure compliance with bid specifications and formal or informal quotations; contact other departments to ensure receipt of ordered goods.
- Discuss bid preparation and specifications with District administrators and other personnel and locate available piggyback contracts.
- Input purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity, and other required data; generate purchase orders; maintain automated records as appropriate.
- Contact vendors to negotiate price, specifications, conditions of delivery, and other related issues as necessary; maintain and update vendor catalogues and files; follow up on delayed shipments, discrepancies, and damaged deliveries.
- Communicate with vendors and personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, product descriptions, invoices, statements, deliveries, prices, and payments.
- Prepare and maintain a variety of records and reports related to purchase orders, inventory, expenditures, product information, prices, and assigned activities.

- Operate a variety of office equipment including a calculator, copier, fax machine, computer, and assigned software; drive a vehicle to conduct work.
- Maintain appropriate levels of regular store stock items; prepare quotations when inventory falls below pre-determined stock levels.
- Prepare a variety of correspondence related to the purchasing functions including memoranda, correspondence, bulletins, and cancellation notices.
- Train and provide work direction and guidance to assigned personnel as directed; provide input regarding interviews and evaluations as requested.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Purchasing methods, policies, practices, procedure, and terminology.
- Purchasing and contracting of public works projects.
- Applicable laws, codes, regulations, policies, and procedures.
- Local vendors and sources of supply.
- Technical aspects of researching, comparing, and purchasing supplies, materials and equipment.
- Recordkeeping and report preparation techniques.

### **ABILITY TO:**

- Interpret and apply laws, rules and regulations, and policies pertaining to school district purchasing functions.
- Coordinate bids and contracts.
- Effectively operate a computer and use appropriate software applications.
- Perform mathematical calculations with speed and accuracy.
- Establish and maintain cooperative working relationships.
- Understand and follow oral and written directions.
- Plan and organize work.
- Communicate effectively, both orally and in writing.
- Maintain records and prepare reports.
- Meet schedules and timelines.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

Verification of a High School diploma, a GED certificate, or a higher degree.

### **EXPERIENCE:**

Five years of experience purchasing goods, supplies, and equipment. At least two of those years as a buyer in a public or governmental agency.

Recent job-related experience within the last ten years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Verification of a valid California Motor Vehicle Operator's license.

Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Supplemental training or coursework at the community college level in purchasing procedures, business practices, or a closely related field is desirable, but not required.

**DESIRED QUALIFICATIONS:**

Certified Professional Public Buyer (CPPB) designation, desired, but not required.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor, office, warehouse, and outdoor environment.

Drive a vehicle to conduct work.

**PHYSICAL ELEMENTS:**

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- May exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will sit most of the time but may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing written and oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**POTENTIAL HAZARDS:**

N/A