

ASSISTANT BUYER

DEFINITION

Under general supervision assists with buying functions; places orders for standard routine materials and supplies; enters data into computer system for purchase orders, requisitions and inventory; assists school sites in taking fixed asset inventory; assists in surplus equipment and textbook sales; assembles documents and files requests for bids; communicates with users and vendors; and performs related duties as assigned.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Assists buyers by placing orders for standard routine materials or supplies; requests pricing on standard items from vendors; prepares a variety of materials for review by buyers. *E*

Inputs data from purchase orders to inventory system; prepares complex reports on inventory; assists school site personnel in taking inventory; assists school sites with records and disposal of surplus equipment and textbooks; visits sites to organize and take inventory. *E*

Maintains data base and spreadsheet files; generates reports from data. *E*

Prepares reports, memos, and correspondence. *E*

Types purchase orders, requisitions, and requests for quotations and memos. *E*

Assists site personnel regarding questions on computerized purchasing systems. *E*

Makes copies, files, proofreads, and assembles various purchasing documents. *E*

Communicates with requisitioners, purchasing staff, and vendors. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern office equipment and procedures
2. English usage, spelling, grammar, and punctuation;
3. Business math;
4. Terminology and procedures related to ordering, purchasing, and equipment inventory system;
5. Types of supplies, materials, equipment, and services commonly used in school districts;

Knowledge of: (cont.)

6. District purchasing procedures; and
7. Sources of supply, general business conditions, and specific commodity trends.

Ability to:

1. Operate modern office equipment including a calculator, typewriter, and computer;
2. Assist in researching to locate and compile relevant data;
3. Operate computer terminal quickly and accurately;
4. Learn District's organization, procedures, staff, rules, and board policies;
5. Read and interpret policies, regulations, catalogs, and technical materials;
6. Provide information to others in person or on the telephone in a tactful, courteous, and helpful manner;
7. Establish and maintain accurate records and filing systems;
8. Operate a vehicle observing legal and defensive driving practices;
9. Work under pressure of stringent time lines;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Progressively responsible experience in general clerical work, preferably including experience in purchasing activities;

or

Some completion of major course works in marketing, business administration or a closely related field.

WORKING CONDITIONS

Environment:

Office and outside work environment; and subject to driving a vehicle to conduct work.

Physical Abilities:

Sitting for extended periods of time; speaking and hearing to communicate with others; dexterity of hands and fingers to operate standard office equipment; walking; and seeing to read and review purchasing documents.