

**Job Title:** Assistant Buyer

**Minimum Salary:** \$31.23/hr.

**Maximum Salary:** \$38.63/hr.

### **Job Description**

We are technical professionals, skilled workers, support staff, executives, and community champions with the crucial responsibility of supporting the business of educating our future, the students of LAUSD. With over 1,000 job titles to choose from, we invite you to build your rewarding career here by joining over 30,000 employees of the classified service, and achieve new levels of success in your career!

### **Job Responsibilities**

Typical duties for this position include:

- Makes purchases and assists with the procurement of various supplies, equipment, furniture, foods, and services in compliance with the State Education Code, Public Contract Code, Board of Education Rules, and other applicable regulations.
- Determines vendors from whom purchases will be made based on most favorable prices consistent with quality, quantity, and delivery; and adherence to specifications, bid conditions, and other factors utilizing formal bid procedures or obtaining bids by SAP, fax, electronic mail, or telephone.
- Assists with the preparation and updating of specification forms.
- Processes and issues purchase orders using previously established contracts.
- Uses SAP and other databases to generate, retrieve, and analyze various reports related to procurement, contracts, warehousing and distribution, food order, and inventory management.
- Obtains information from other offices on current and projected consumption rates of products and services and compiles statistical data for use in contract applications.
- Assists with preparing, processing, and administering contracts for supplies, equipment, furniture, foods, and services.
- Prepares and processes requisitions and Procurement Services Division electronic shopping carts for supplies, equipment, furniture, foods, and services.
- Reviews and compares commodity prices for a variety of items and participates in obtaining and reviewing cooperative contractual agreements from other public agencies.
- Monitors the preparation of contract bid documents or the online input of inventory master file and database adjustments.
- Obtains standard drawings and specifications from District personnel requesting the purchase of equipment.
- Reviews purchasing records and compiles statistical summaries; makes statistical calculations in the analysis of purchasing lead-time, service level, and disbursement history; and determines whether desired inventory levels are being maintained or whether adjustments to the inventory level formula are necessary.
- Analyzes computer-generated requests and supporting exception reports to determine economical order quantities and order points for a large variety of stock items.

### **Minimum Requirements**

**Education:**

Graduation from a recognized college or university with a bachelor's degree, preferably with courses in business administration, public administration, information systems, and statistics. Additional qualifying experience beyond that required may be substituted for the required education on a year-for-year basis for up to two years of the required education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

**Experience:**

Six months of procurement experience as a Head Stock Clerk, Administrative Staff Aide, or Inventory Control Analyst with the Los Angeles Unified School District

OR

One year of experience in any of the functions listed below: Purchasing for other than resale; preparing specifications for the purchase of supplies, equipment, furniture, foods, or services; collecting and analyzing data as applied to inventory management; or performing inventory management tasks applicable to large warehousing and distribution functions.

A valid certification as an Accredited Purchasing Practitioner (A.P.P.); Certified Purchasing Manager (C.P.M.); or Certified Professional in Supply Management (C.P.S.M.) issued by the Institute of Supply Management (ISM), formerly the National Association of Purchasing Management (NAPM), may be substituted for the required experience.

**The ideal candidate for this position will possess knowledge of:**

- Commodity markets, prices, and sources of supply
- Provisions of the Education, Public Contract, Government, and Civil Codes of the State of California pertaining to purchasing
- Business law as it pertains to purchasing and contracts
- Preparation and interpretation of purchase specifications
- Basic procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues
- Basic procurement procedures involved in processing and awarding formal invitation for bids, informal request for quotations, and contracts
- Basic procedures regarding warehousing and distribution, inventory management, food order, barter exchanges, and surplus property (salvage)
- Commodity testing organizations and facilities
- Sources of authoritative manufacturing and marketing data
- Governmental purchasing procedures
- District computer applications such as SAP and Cafeteria Management System (CMS)
- Computer software applications such as Microsoft Word, Excel, and Outlook
- Basic purchasing and warehousing and distribution procedures, practices, and terminology
- Basic inventory control management and stock receiving and maintenance techniques

In addition, the ideal candidate will also possess the ability to:

- Acquire knowledge of commodity testing organizations and facilities; sources of reliable manufacturing and marketing data, commodity markets and prices; sources of supply; and purchasing practices and procedures involved in obtaining formal and informal bids
- Apply legal provisions pertaining to purchasing
- Determine compliance of materials with specifications
- Make and check calculations and apply formulas pertaining to purchasing and inventory management
- Communicate effectively, orally and in writing
- Use computer databases to input and retrieve data and prepare spreadsheets
- Provide quality customer service
- Use a computer and associated peripheral equipment

#### **Benefits:**

**Insurance:** We offer a choice of several medical, dental, vision, and life insurance plans for you and your family.

**Retirement:** Membership in the California Public Employee Retirement System (CalPERS).

**Vacation:** Senior Management employees enjoy 24 days of paid vacation each year.

**Paid Holidays:** Full time employees receive 13 paid days off each year.

#### **Contact/How to Apply**

In order to be considered for this position, qualified candidates must visit <http://www.lausdjobs.org> to apply.

Click on the tab "APPLY NOW TAB" then "I AM A PROSPECTIVE EMPLOYEE" next ALL CURRENT JOB OPPORTUNITIES WILL BE LISTED IN ALPHABETICAL ORDER, search for the position and apply!

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at [helpmeapply@lausd.net](mailto:helpmeapply@lausd.net)