

**Job Title:** Buyer

**Minimum Salary:** \$35.02/hr.

**Maximum Salary:** \$43.30/hr.

### **Job Description**

A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies equipment, furniture, foods, and services for District use by utilizing a variety of purchasing tools, including purchase orders, contracts, and credit cards.

### **Job Responsibilities**

Typical duties for this position include:

- Makes purchases and prepares and administers contracts for 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.
- Coordinates the preparation, processing, and administration of annual bids for continuing-price contracts with other District offices and vendors.
- Coordinates all procurement and contract related matters for materiel, furniture, and services for an assigned area/region.
- Confers with technical personnel and administrators from various departments about specifications for purchases and prepares, reviews, and modifies specification update forms in accordance with District requirements and current manufacturer, supplier, and market data.
- Organizes, attends, and may conduct tests and demonstrations of items to be purchased to determine quality and adherence to specifications.
- Investigates and develops sources of supply, obtains information on seasonal and other market trends and conditions, and advises administrators concerning timing and quantity of purchases.
- Uses SAP and computer databases to compile, retrieve, and analyze various reports related to procurement, contracts, warehousing and distribution, food order, and inventory management.
- Interviews vendor representatives regarding new or improved products, trade practices, and methods.
- Estimates prices of requested items for fund encumbrances and establishes delivery points.
- Advises clerical employees on the content of specifications and bid mailing lists.
- Assists schools and offices by providing training and technical support, and answering procurement- related questions.
- Corresponds with vendors and governmental agencies concerning such matters as legal requirements, government-surplus purchases, current marketing and manufacturing data, and possible joint contracts.

### **Minimum Requirements**

**Education:**

Graduation from a recognized college or university with a bachelor's degree, preferably including courses in business administration or public administration. 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. Six months of procurement experience as a Head Stock Clerk, Administrative Staff Aide, or Inventory Control Analyst with the Los Angeles Unified School District.

**Experience:**

One year of procurement experience as an Administrative Staff Aide, Assistant Buyer, Head Stock Clerk, or Inventory Control Analyst, with the Los Angeles Unified School District, or two years of experience in inventory management, contracting, purchasing services, or preparing specifications for the purchase of supplies, equipment, furniture, foods, or services.

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:**

**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
- Procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues
- Procurement procedures involved in processing and awarding formal invitation for bids, informal request for quotations, and contracts
- 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, Outlook, and PowerPoint

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

- Communicate effectively with District personnel and vendors
- Determine compliance of materials with specifications
- Compile and write clear and concise reports
- Understand and apply Education Code provisions and legal opinions pertinent to purchasing
- Create and maintain good relations with vendors, governmental officials, and District personnel

- Work independently with minimal supervision
- Utilize various computer applications such as spreadsheet, database, word processing, and email computer software programs

**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)