

# Sacramento County Office of Education Job Description

## Classification Title: Buyer

### **DEFINITION**

Under direct supervision, supports and assists in the routine purchasing and buying functions for the Sacramento County Office of Education (SCOE); performs other related duties as required.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None

### **DUTIES AND RESPONSIBILITIES**

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

#### **Product and Service Identification**

Through contact with appropriate vendors, assists in the identification of appropriate sources of materials and supplies used by SCOE; acts as liaison to assigned departments; communicates with vendors and department staff to ensure sufficient product alternatives are provided for selection; compares and evaluates vendors, products, and services; surveys and meets with departments and individuals to determine supply and material needs.

#### **Product Service Acquisition**

Places orders for all types of SCOE supplies, equipment, and services; assists in obtaining current prices by catalog, letter, or quote; ensures that state and county policies, rules, laws, and regulations are followed during the acquisition process; contacts vendors regarding discrepancies or other concerns regarding purchases; periodically contacts departments and individuals to ensure appropriateness of supplies and services.

#### **Procurement Support**

Inputs purchase orders online and checks purchase orders for accuracy and completeness prior to distribution; answers questions concerning items to be purchased and quantities to be ordered by site personnel; maintains specifications and catalog files; maintains vendor files and records of all transactions as assigned within a software system; interviews sales representatives and keeps abreast of new products; maintains and prepares records for reports as required; maintains files as related to Procurement Services; prints, processes, disseminates, and files purchase orders; ensures items ordered reach departments in a timely manner; attends department meetings as requested.

#### **Print Shop Support**

Assists the Printing and Production Specialist with producing quotes, editing print orders, and Print Shop finishing services, as needed; ; assists with tracking and purchasing essential materials, commodities, and supplies and monitors expenditures; maintains recordkeeping regarding the costs of materials and supplies; assists in training staff on print order processes and procedures.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Sufficient education to provide the ability to perform duties comparable in complexity to those listed herein; previous clerical and/or financial experience, preferably in a purchasing department of a large public or private agency.

### **Knowledge of**

Purchasing principles, procedures, and terminology; methods of invoicing including discounts and taxes; knowledge of laws, rules, and regulations affecting SCOE purchasing operation and procurement; office practices and procedures; recordkeeping and filing systems; telephone etiquette; English grammar; standard software applications.

### **Skills and Ability to**

Learn the requirements of various state codes relating to purchasing; prepare and maintain accurate and complete records and reports; perform arithmetical calculations rapidly and accurately; communicate in oral and written form; research and problem solve; work cooperatively and effectively with County Office personnel, vendors, and sales representatives; manage time and prioritize tasks efficiently; conduct research to identify products and services resources; operate standard office equipment; use a computer to input data and prepare reports; work independently when required.

Revisions approved by Personnel Commission 4/14/20  
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