

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel in this class may direct and oversee the work of employees in this class. Employees in this class participate in the establishment and maintenance of technical and specialized procedures. This class requires initiative, accuracy, and attention to detail, and the ability to focus on multiple tasks.

TYPICAL DUTIES *The following duties are examples of assignments performed*

classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

Assists in the development, implementation, and enforcement of purchasing policies and procedures of the County Office of Education

Prepares, secures, and evaluates bids for capital equipment, supplies, and labor contracts; awards bids and quotes; may assist in the development of product specifications; tabulates and analyzes data to make award recommendations

Prepares bid specifications for labor contracts; conducts on site inspection and pre-bid conferences and verifies awarded bidder complies with established standards

Confers with a variety of vendors; provides information regarding Office purchasing policies and procedures; obtains information on products and services available; and evaluates for inclusion on bidder's list

Confers with departments; to determine needs, expedites orders and to advise on products availability

Responds to a variety of technical and procedural inquiries from departments, staff, vendors, and others

Assists in the negotiation and development of purchasing/service contracts

Provides purchasing assistance with County-wide cooperative buying projects

Evaluates new products offered by vendors; establishes and participates in the standards committee for the purpose of reviewing and testing products, and determining their acceptability

Receives and reviews requisitions for the purchase of materials, supplies, and equipment; verifies for proper authorization, complete descriptions, complete specifications, and proper account allocation; verifies the availability of funds; and contacts appropriate department for further information as needed

Operates a microcomputer, typewriter, printer, 10-key calculator, copier, and other peripheral equipment

Effectively uses purchasing information systems to retrieve and process purchase requisitions, assign

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that could provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications would be: A Bachelor's degree with a major preferably in Business Administration, Accounting or a related field and a minimum of two years of increasingly responsible experience as a Buyer, preferably in a public or educational agency.

Bargaining Unit: Office, Technical, and Business Services (OTBS) Unit

Personnel Commission Approval: 08/13/84

Revised: 07/08/85, 1/86, 3/23/00, 06/21/01