SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Buyer		
BASIC FUNCTION:		
Performs		

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Assists programs in reviewing and resolving discrepancies in invoices, statements, or deliveries.

Assists in the development and establishment of purchasing policies and procedures, developing and maintaining related records.

Prepares, develops, and maintains a variety of correspondence, forms, and documents as well as routine and specialized reports relating to assigned functions.

Administers the purchase card program for the organization; processes and initiates a variety of related activities including new card requests, account holder change requests, generating monthly outstanding reports, issuing violation and/or revocation of cards, and other duties pertinent to the purchase card program; develops and maintains a system for reporting metrics related to the P-card program.

Operates standard office equipment, microcomputer hardware, software, and purchasing ordering information systems including, printers, fax machines, copiers, and calculator as well as word processing and spreadsheet programs.

Provides coverage for purchasing staff members, as needed.

OTHER DUTIES:

Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

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EDUCATION AND EXPERIENCE:

Generally, any combination of education and experience that provides the required knowledge and