



## **DISTRICT BUYER**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, the District Buyer coordinates and performs the procurement, receiving, and inventory of materials, supplies, and equipment in support of District operations; provides technical assistance to departments regarding purchasing policies, procedures, and requirements; receive and deliver orders to persons and/or departments and oversees the warehouse functions.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification perform the full spectrum of procurement, receiving, and distribution of materials, supplies, and equipment for the district. This classification requires expert knowledge in procurement and accounting policies, principles, and practices.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Schedule deliveries; verify orders before delivery; work with vendors on deliveries not received by the scheduled delivery date.
2. Prepare and maintain financial records; verify, and post financial data to appropriate accounts; maintain ledgers; track transfers, paybacks, and cancellations; process purchase orders and expense claims; identify and resolve discrepancies; research errors and make adjusting entries.
3. Purchase standard goods and services; research potential vendors and suppliers and obtain information concerning price and availability of products.
4. Receive and process orders; negotiate prices with vendors, and work with accounts payable to facilitate purchases. Resolve discrepancies, and correct errors to assure timely payments.

5. Assist in the bidding process; mail documents to prospective bidders; type and assemble bids and quotations; communicate with vendors to obtain current prices, shipping, and availability information; place orders with vendors.
6. Place property tags on incoming equipment and record serial numbers and other identifying data; enter appropriate information into inventory database.
7. Schedule use of district vehicles; maintain check-out sheets and determine rental charges; pick up and return vehicles as necessary; assure travel readiness.
8. Record the sale, theft, damage, donation, or disposal of property.
9. Prepare periodic and annual inventory reports; prepare surplus property lists and reports.
10. Assist in the regular inventory of warehouse supplies and participate in surplus property sales; assist in the physical set-up for sales and type invoices for sales.
11. Review requisitions and provide information to the requesting department regarding availability of funds to assure cost is within budget limitations.
12. Provide business office customer service and assistance as required.
13. Oversee and coordinate warehouse operations and student worker assistance.
14. Assist, train, and provide professional expertise to management and staff regarding procurement of goods and equipment.
15. Assist in year-end closing, fiscal year budget preparation, audits, and special report requests as required.
16. Assist students, staff, faculty, vendors, and others with questions related to procurement and inventory processing, resolving issues in a timely manner.
17. Perform job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Pertinent federal, State, and local laws, codes, and regulations.
- Applicable policies and procedures related to procurement and inventory management.
- Preparing, maintaining, reporting, and auditing financial records.
- Record-keeping techniques.
- Operation of office equipment and computer software applications.

Classification: District Buyer / Range: 19 / FLSA Status: non-exempt

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- Basic math concepts and calculations.
- English usage, grammar, spelling punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

### **Skills and Abilities To:**

- Apply and explain established rules, regulations, policies, and procedures related to purchasing.
- Train and provide direction to others.
- Comprehend and use electronic database and software application systems.
- Plan, organize and perform work to meet schedules and timelines.
- Establish and maintain cooperative working relationships with others.
- Review, compile, interpret, prepare, and process reports, documents, and forms.
- Work independently with minimal supervision while meeting deadlines.
- Effectively communicate both orally and in writing.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### **Education and Experience:**

Any combination equivalent to an associate degree in accounting, business administration, finance, logistics, or related field and two (2) years of related experience.

### **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Indoors, primarily in an Office.

**Physical Demands:**

An environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Work in an environment of frequent interruptions and possible dissatisfied individuals. Handle stress of meeting deadlines.