



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code:3070  
Date Adopted: 7/1/24**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Buyer**

**GENERAL PURPOSE**

Under direction, independently performs varied and difficult specialized and technical purchasing responsibilities for a variety of materials, supplies, services, and equipment in accordance with Orange County Department of Education (OCDE) standards and policies and all applicable legal requirements; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Buyers perform varied and difficult duties in purchasing a wide array of equipment, materials, supplies, and services. Incumbents are expected to provide customer-responsive, cost-effective, and high-quality purchasing services for customers, consistent with applicable legal requirements. Work is performed with a significant degree of independence within the framework of established policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Receive, review, and process purchase requisitions for a broad array of equipment, supplies, materials, and services; verify compliance with pertinent laws, regulations, and codes and OCDE policies and standards; review information to ensure it is complete, accurate, and order parameters are clear and understood; and contact school or department representatives to clarify or obtain additional information.
2. Develop Request for Quotes (RFQ) and Request for Proposals (RFP), ensuring that all applicable legal and contractual provisions are included to safeguard OCDE's interests; assist in evaluating bids, performing price/cost analyses, and assessing items, including discounts, delivery conditions, and the quality and suitability of supplies, materials, and equipment in accordance with applicable laws, policies, and procedures; and recommend the award of bids, selection of appropriate vendors, and establishment of timelines.
3. Create, issue, and review purchase orders for acquisitions and release purchase orders within levels of authority; obtain quotes on price, quality, availability, and related information from relevant vendors and sources; and ensure purchase orders and quotes follow policies and procedures.
4. Investigate and prepare responses to customer or other procurement-related inquiries, concerns, complaints, and problems, including invoice discrepancies, vendor relations, and level-of-service issues, or non-compliance with procurement policies, practices, and procedures; interpret and

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explains applicable laws, regulations, codes, and policies; expedite order processing and delivery; and promptly responds to requests for emergency orders.

5. Develop and maintain positive supplier relationships; when assigned, research, assess, and identify new or better sources of supply for products and services within areas of assigned responsibility; interview vendors to evaluate products and services and to obtain information for use in developing proposals; educate vendors regarding OCDE purchasing policies and procedures; and obtain accurate and complete price and delivery information, product literature, and samples from suppliers.
6. Identify problems and issues; communicate with vendor and follow through to ensure problems are addressed; and establish, organize, integrate, and maintain applicable purchasing and vendor records, files, lists, forms, reports, and other documentation.

#### **OTHER DUTIES**

1. Assist the Purchasing and Contracts leadership team with special projects as assigned.
2. Organize, maintain, and update specialized, and technical files, documents, and records.
3. May negotiate with and recommend most appropriate vendors based on quotes received.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices, rules, and regulations related to public-sector procurement, including competitive bidding procedures.
2. Sources and types of products, commodities, and services used by OCDE.
3. Federal and state laws, codes, and regulations and OCDE policies and practices pertinent to areas of responsibility.
4. Principles and practices of sound business communication.
5. Recordkeeping practices and procedures related to a purchasing function.
6. Methods of conducting product and vendor research.

##### **Ability and Skill to:**

1. Define issues, analyze problems, evaluate alternatives, and develop sound conclusions and recommendations in accordance with laws, regulations, rules, and policies.
2. Analyze and evaluate bid proposals, purchase requisitions, specifications, and other purchasing-related documents.
3. Negotiate effectively on behalf of OCDE with vendors, suppliers, and manufacturers to secure optimal prices, schedules, and quality.
4. Efficiently conduct vendor and product research.
5. Draft concise, comprehensive bid specifications for technical products and services.
6. Communicate clearly and effectively, both orally and in writing; understand, interpret, explain, and apply applicable laws, codes, and ordinances.
7. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.

8. Operate a computer with standard business software; make arithmetic calculations quickly and accurately.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE managers and staff, vendors, and others encountered in the course of work.
11. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test, supplemented by college-level coursework in business or related field and five (5) years of experience purchasing items similar to those purchased by OCDE; or a combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work under typical office conditions and the noise level is usually quiet.