



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

**Class Code:3070
Date Adopted: July 1, 2008
Date Revised: May 4, 2016
Date Revised: November 9, 2022**

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

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 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives, reviews, and processes purchase requisitions for a broad array of equipment, supplies, materials, and services; verifies compliance with pertinent laws, regulations, and codes and OCDE policies and standards; reviews information to ensure it is complete, accurate, and order parameters are clear and understood; contacts school or department representatives to clarify or obtain additional information; organizes requisitions for efficient action and response; prepares requisitions for approval by the Board of Education.
2. Develops RFQs and RFPs, ensuring that all applicable legal and contractual provisions are included to safeguard OCDE's interests; assists 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, recommends the award of bids, selection of appropriate vendors, and establishment of timelines.
3. Creates, issues, and reviews purchase orders for acquisitions and releases purchase orders within levels of authority; obtains quotes on price, quality, availability, and related information from relevant vendors/sources; negotiates with and recommends most appropriate vendors based on quotes received.
4. Investigates and prepares 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; interprets and explains applicable laws, regulations, codes, and policies; takes action to expedite order processing/delivery; promptly responds to requests for emergency orders.

5. Develops and maintains positive supplier relationships; when assigned, researches, assesses, and identifies new or better sources of supply for products and services within areas of assigned responsibility; interviews vendors to evaluate products and services and to obtain information for use in developing proposals; educates vendors regarding OCDE purchasing policies and procedures; obtains accurate and complete price and delivery information, product literature and samples from suppliers; identifies problems and issues, such as poor product quality and quantity shortages, communicates with vendors and follows through to ensure problems are addressed.
6. Establishes, organizes, integrates, and maintains applicable purchasing and vendor records, files, lists, forms, reports, and other documentation.

OTHER DUTIES

1. Assists the Purchasing and Contracts leadership team with special projects as assigned.

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. Record-keeping practices and procedures related to a purchasing function.
6. Methods of conducting product and vendor research.

Ability 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.

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7. Understand, interpret, explain, and apply applicable laws, codes, and ordinances.
 8. Present technical information clearly and logically.
 9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
 10. Operate a computer and standard business software.
 11. Make arithmetic calculations quickly and accurately.
 12. Examine purchasing and shipping related documentation and identify discrepancies.
 13. Deal with sensitive and difficult situations.
 14. Establish and maintain effective working relationships with OCDE managers and staff, vendors and others encountered in the course of work.
 15. 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 high school equivalency test, supplemented by college-level coursework in business, procurement, or a related field; and at least five years of progressively responsible experience purchasing items similar to those purchased by OCDE; or an equivalent combination of training and experience. College coursework in business administration or a closely related field may be substituted for required experience on a year-for-year basis up to a maximum of two years. Experience in a public agency is preferred.

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

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers; and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work;

work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with OCDE management, staff, vendors and others 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 the essential functions. Employees work under typical office conditions and the noise level is usually quiet.