

ASSISTANT BUYER

DEFINITION

Performs a variety of duties in procurement and inventory management by assisting in purchasing supplies, equipment, furniture, foods, and services; assisting in the preparation of contracts for goods and general services; and performing warehousing and distribution stock replenishment analysis to establish and maintain optimum stock levels.

TYPICAL DUTIES

Applies rules, policies, procedures, and techniques of procurement and inventory management in performing the duties listed below:

- Makes purchases and assists with the procurement of various supplies, equipment, furniture, foods, and services in compliance with the State Education Code, Public Contract Code, Board of Education Rules, and other applicable regulations.
- Determines vendors from whom purchases will be made based on most favorable prices consistent with quality, quantity, and delivery; and adherence to specifications, bid conditions, and other factors utilizing formal bid procedures or obtaining bids by SAP, fax, electronic mail, or telephone.
- Assists with the preparation and updating of specification forms.
- Processes and issues purchase orders using previously established contracts.
- Uses SAP and other databases to generate, retrieve, and analyze various reports related to procurement, contracts, warehousing and distribution, food order, and inventory management.
- Obtains information from other offices on current and projected consumption rates of products and services and compiles statistical data for use in contract applications.
- Assists with preparing, processing, and administering contracts for supplies, equipment, furniture, foods, and services.
- Prepares and processes requisitions and Procurement Services Division electronic shopping carts for supplies, equipment, furniture, foods, and services.
- Reviews and compares commodity prices for a variety of items and participates in obtaining and reviewing cooperative contractual agreements from other public agencies.
- Monitors the preparation of contract bid documents or the online input of inventory master file and database adjustments.
- Obtains standard drawings and specifications from District personnel requesting the purchase of equipment.
- Reviews purchasing records and compiles statistical summaries; makes statistical calculations in the analysis of purchasing lead-time, service level, and disbursement history; and determines whether desired inventory levels are being maintained or whether adjustments to the inventory level formula are necessary.
- Analyzes computer-generated requests and supporting exception reports to determine economical order quantities and order points for a large variety of stock items.
- Reviews back-order reports, overdue order reports, and contract documents to determine critical needs, packaging and delivery requirements, and expedite deliveries.
- Reviews documentation on new stock items and order revisions to determine their effect on warehousing and distribution operations.
- Resolves procurement problems, status of requested items, and inventory management problems with various District personnel and vendor representatives.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Buyer receives on-the-job training in purchasing and inventory management functions by assisting in the routine aspects of purchasing of a variety of commodities for District use and performing duties related to warehousing and distribution, inventory management, including stock replenishment analysis and assisting in expediting deliveries.

A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies, equipment, furniture, foods, and services for District use by utilizing a variety of purchasing tools, including purchase orders, contracts, and credit cards.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

SUPERVISION

General supervision is received from a Supervising Purchasing Services Coordinator or the Purchasing Services Manager; work direction or immediate supervision may be received on assigned tasks from a Buyer or Senior Inventory Control Analyst. Work direction may be exercised over clerical personnel as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Commodity markets, prices, and sources of supply
- Provisions of the Education, Public Contract, Government, and Civil Codes of the State of California pertaining to purchasing
- Business law as it pertains to purchasing and contracts
- Preparation and interpretation of purchase specifications
- Basic procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues
- Basic procurement procedures involved in processing and awarding formal invitation for bids, informal request for quotations, and contracts
- Basic procedures regarding warehousing and distribution, inventory management, food order, barter exchanges, and surplus property (salvage)
- Commodity testing organizations and facilities
- Sources of authoritative manufacturing and marketing data
- Governmental purchasing procedures
- District computer applications such as SAP and Cafeteria Management System (CMS)
- Computer software applications such as Microsoft Word, Excel, and Outlook
- Basic purchasing and warehousing and distribution procedures, practices, and terminology
- Basic inventory control management and stock receiving and maintenance techniques

Ability to:

- Acquire knowledge of commodity testing organizations and facilities; sources of reliable manufacturing and marketing data, commodity markets and prices; sources of supply; and purchasing practices and procedures involved in obtaining formal and informal bids
- Apply legal provisions pertaining to purchasing
- Determine compliance of materials with specifications

Make and check calculations and apply formulas pertaining to purchasing and inventory management
Communicate effectively, orally and in writing
Use computer databases to input and retrieve data and prepare spreadsheets
Provide quality customer service
Use a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with courses in business administration, public administration, information systems, and statistics. Additional qualifying experience beyond that required may be substituted for the required education on a year-for-year basis for up to two years of the required education, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Six months of procurement experience as a Head Stock Clerk, Administrative Staff Aide, or Inventory Control Analyst with the Los Angeles Unified School District

OR

One year of experience in any of the functions listed below:

Purchasing for other than resale; preparing specifications for the purchase of supplies, equipment, furniture, foods, or services; collecting and analyzing data as applied to inventory management; or performing inventory management tasks applicable to large warehousing and distribution functions.

A valid certification as an Accredited Purchasing Practitioner (A.P.P.); Certified Purchasing Manager (C.P.M.); or Certified Professional in Supply Management (C.P.S.M.) issued by the Institute of Supply Management (ISM), formerly the National Association of Purchasing Management (NAPM), may be substituted for the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK

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