

Bakersfield City School District  
Education Center – 1300 Baker Street  
Bakersfield, California 93305  
Personnel Services

**TITLE:** SENIOR BUYER

**QUALIFICATIONS:**

1. Experience in purchasing of supplies, equipment and services at supervisory level, preferably in California school district
2. Knowledge of state textbooks ordering and distributing procedures
3. Knowledge of public purchasing principles and procedures, and supplies, equipment and services commonly used in public schools
4. Knowledge of modern office procedures, supervision and sources of purchasing information
5. Ability to perform technical and clerical duties related to purchasing

**REPORTS TO:** Administrator as Assigned

**SUPERVISES:** Staff as assigned

**JOB GOALS:** To provide professional services which will contribute to effectiveness of department and services it renders

**PERFORMANCE RESPONSIBILITIES:**

1. Reviews requisitions for purchase of supplies, equipment and services
2. Determines quantities and sources of supply, obtains prices and data and makes recommendations for award
3. Coordinates and supervises ordering, receiving, and processing of district and state instructional materials allocations
4. Contacts and interviews vendors regarding new products/services, prices, discrepancies and complaints
5. Supervises reconciliation of delivered merchandise with requisitions, invoices and purchase orders
6. Supervises office personnel as directed and does related work as required

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; supervisory salary schedule, class 23

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

01/03