

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **BUYER**

SALARY TABLE: **29**

SALARY RANGE: **28**

BASIC FUNCTION:

Under the direction of the Director- Bookstore or Chair of Culinary Arts, perform a variety of technical duties involved in the purchasing of textbooks, merchandise, food service supplies and materials or other assigned goods; prepare, review and process purchasing forms and documents; obtain pricing and related purchasing data.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the purchasing of textbooks, merchandise food service supplies and materials or other assigned goods; assist in assuring Bookstore and School of Culinary Arts purchasing activities comply with established guidelines, regulations, policies and procedures.

Receive, review and process purchasing documents, orders, requisitions, requests and information; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.

Input purchasing and product information into an assigned computer system including vendor information, account coding, prices, quantity and other required data; generate purchase orders and maintain automated records.

Contact vendors, publishers or others to obtain pricing, product information and related purchasing data; verify pricing and purchase order information as necessary; modify and cancel purchase orders as necessary; follow up on delayed shipments, discrepancies and damaged deliveries.

Monitor and maintain appropriate levels of designated food, supplies and other goods; assist in selecting items for purchase according to inventory, College, staff and student needs; receive and respond to staff and customer requests; order designated items in accordance with established policies and procedures.

Stock shelves and displays with products; prepare bookstore goods for sale; respond to customer inquiries concerning assigned Bookstore products; arrange Bookstore displays as required; pull product from shelves for return as necessary.

Receive, rotate stock and distribute food, beverage paper, supplies, small wares, and chemicals utilized by the School of Culinary Arts.

Receive and inspect shipments for damage and conformity to purchase order specifications and packing slips as assigned; input, adjust and process receiving and product information; reconcile invoices and receiving documents as required; arrange for deliveries and pick-ups as needed.

Compile, assemble and maintain product information; prepare and maintain a variety of records, lists and reports related to orders, requisitions, inventory and assigned bookstore goods and activities; prepare and distribute forms and correspondence as needed.

Communicate with College personnel, students, various outside agencies and the public to exchange information and resolve issues or concerns; initiate and receive telephone calls.

Assist Laboratory Teaching Assistants, faculty, staff and students in the use of School of Culinary Arts lab supplies and equipment; explain related principles, practices, procedures and techniques.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Research, review and adjust purchasing activities in response to appropriate materials such as class schedules, trade show products and newsletters.

Assist with coordinating and conducting book buy-backs as assigned by the position; research appropriate copyright protection for in-house publications.

Maintain food service and bookstore, stockrooms and other assigned areas in a clean, neat and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Purchasing practices and procedures.
- Basic merchandising principles and practices.
- Inventory practices and procedures.
- Local vendors and sources of supply.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Mathematical computations.

ABILITY TO:

- Perform a variety of technical duties involved in the purchasing of textbooks, merchandise, food service or other assigned goods.
- Prepare, review, verify and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Learn and apply rules, regulations, policies and procedures related to the purchasing function.
- Order items in accordance with established policies and procedures.

Communicate effectively both orally and in writing.
Type or input data at an acceptable rate of speed and generate purchase orders.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Operate a computer and assigned software.
Maintain records and prepare reports.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and two years experience in the purchase of textbooks, merchandise, food service or related goods.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.