

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Buyer II	CLASSIFICATION:	Classified Non-Management 4.004
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Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years business or purchasing experience, including one year of experience in the purchase of supplies and equipment in a school district or government agency.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....50 Correct WPM
Word.....75% Overall Score
Excel.....75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing procedures, terminology, inventory control, and warehousing methods, and procedures.

Types and sources of supplies.

Bid specification preparation.

Basic research methods.

District and department purchasing policies and procedures.

Applicable sections of State Education Code and other laws.

State and federal tax guidelines.

Record-keeping techniques.

Operation of a computer, related software, and standard office equipment.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

