

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Buyer II	<b>CLASSIFICATION:</b>	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.

