

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Buyer A Purchasing</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	12
<b>FLSA Status:</b>	TBD
<b>Job Code:</b>	581
<b>Reports to:</b>	Director of Purchasing

### **JOB SUMMARY**

Under the direction of the Director of Purchasing, the Buyer A purchases materials, equipment, supplies, and services of a specialized or complex nature in accordance with prescribed purchasing regulations and procedures. Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, prepares bid specifications, issues bid requests, reviews quotations, and interprets purchasing procedures to departments and vendors, as a specialist in assigned material categories.

### **ESSENTIAL JOB FUNCTIONS**

- Processes purchasing transactions according to state and federal statutes and policies established by the State of Utah and Davis School District policies and procedures.
- Examines and analyzes departmental purchase requisitions for completeness and accuracy of information; contacts department or initiator to clarify or complete information; determines method to process requisition based on dollar amount, timeliness required, existing open contracts, and/or competitive bidding.
- Identifies and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality, and delivery date.
- Identifies requesting departments needs and develops and refines specifications for commodities, supplies or equipment.
- Updates records and files and secures samples, descriptions, photos or information for departments.
- Interprets and communicates purchasing procedures to departments; assists departments in initiating requisitions and orders, and solves problems with orders.
- Writes and distributes complex and technical bid invitations or requests for proposals; receives and analyzes bids, quotes, proposals, and awards the contract and/or purchase order.
- Resolves purchasing problems between department and vendor.
- Serves on District committees and attend meetings and conferences.
- Provides informal training regularly, as needed, and formal training on an annual basis.

- Keeps the Director of Purchasing informed of all activities or problems and submits reports as requested.

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in related field AND one year of buying experience; OR, Three (3) years of buying experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

### **PREFERRED/DESIRABLE QUALIFICATIONS**

Professional certification as a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) or Certified Professional in Supply Management (CPSM) or Certified Professional Manager (C.P.M.) is highly desirable. Experience in developing, evaluating and administering contracts, preferably for a municipal government.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of purchasing practices and procedures, including quantity choices, vendor selection, terms and conditions, legal rights and responsibilities, etc.
- Knowledge of materials, products, and the commodity market in area of specialization.
- Skills in preparing and analyzing complex technical specifications and bids; ability to use spreadsheet programs, proficiency in word processing, and basic computer skills.
- Skills in negotiation.
- Skills in both verbal and written communication.
- Skills in establishing and maintaining effective working relationships.
- Ability to use small office equipment and computers.

### **PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*