

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.

Job Title: Associate Buyer
Pay Table: Support
Pay Grade: 10
FLSA Status: TBD
Job Code: 580
Reports to: Director of Purchasing

JOB SUMMARY

Under the direction of the Director of Purchasing, the Associate Buyer procures supplies, equipment, and services for purchases up to the small dollar purchase threshold as established by District Purchasing Policy. The Associate Buyer is responsible for obtaining quotes, analyzing vendor bids and makes determination for award in accordance with District Purchasing Policy.

ESSENTIAL JOB FUNCTIONS

- Processes purchase transactions in accordance with Davis School District Purchasing Policies and Procedures.
- Prepares and analyzes Request for Quotations (RFQs) and make award decisions.
- Identifies and solicits vendors to procure products and services.
- Communicates with the vendor community to ensure fairness and transparency in award decisions.
- Interprets and communicates purchasing policies and procedures to internal customers.
- Serves on District committees and attends meetings and conferences.
- Provides purchasing training to District personnel regularly.
- Keeps the Director of Purchasing informed of all activities or problems and submits reports as requested.

MINIMUM REQUIREMENTS

Associate's Degree in related field AND one year of buying experience; OR, two years of buying experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public purchasing practices and procedures, including quantity choices, vendor selection, terms and conditions, legal rights and responsibilities, etc.
- Knowledge and understanding of State of Utah Procurement Code and Rules
- Knowledge of materials, products, and the commodity market in area of specialization.
- Skills in preparing and analyzing specifications and quotes; ability to use spreadsheet programs, proficiency in word processing, and basic computer skills.
- Skills in both verbal and written communication.
- Skills in establishing and maintaining effective working relationships with vendors and internal customers.
- 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, listening, kneeling, lifting, mental acuity, reaching, repetitive hand 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.