

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Covington, Louisiana**  
**Job Description**

**TITLE:** Buyer I (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
  2. High school diploma or its equivalent
  3. Two (2) years of experience in any field requiring the performance of duties equivalent to those of a Clerk Typist III. College training may be substituted for the required experience on the basis of 30 semester hours for one (1) year of experience, or one (1) year professional experience with purchasing as a main duty.

**REPORTS TO:** Supervisor of Purchasing

**JOB SUMMARY:**

This is elementary technical work in the purchasing of a wide variety of supplies, materials and equipment. The work is largely routine in nature and involves responsibility for obtaining information on products, preparing specifications on relatively standard items, preparing requests for quotations and invitations to bid and the performance of other duties related to the purchasing and purchase records' functions.

Supervision is received in accordance with the difficulty of the duty assignment. Supervision may be exercised over clerical employees.

This class differs from that of Buyer 11 in that incumbents have limited responsibility in preparing and processing complex specifications, contracts, invitations to bid and other similar materials and in that the majority of items purchased are obtained for the normal operation of business.

**ESSENTIAL JOB FUNCTIONS:**

1. Reviews purchase requisitions for correctness, prepares specifications and requests for quotations or invitations for bids.
2. Maintains vendor files and selects vendors to whom requests and invitations will be submitted.
3. Secures technical advice on specifications or on quality of commodities offered.
4. Prepares summaries of quotations and may recommend lowest bids of acceptable quality.
5. Opens or assists in the opening of sealed bids and prepares abstracts of bids.
6. Corresponds with schools and vendors concerning purchase orders, deliveries and other related matters.
7. Maintains requisition and purchase order files; may verify delivery receipts and invoices for further processing.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs such other duties as may be assigned.

**PHYSICAL DEMANDS:**

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate periods of walking throughout the shift.
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding and computer runs.
8. Must be able to handle numerous duties:
  - A. Fine Motor Skills
    - 1) Typing
    - 2) Copying
    - 3) Adding machine
    - 4) Computer
    - 5) Filing
    - 6) Writing out forms
  - B. Grasping
    - 1) Manuals
    - 2) Boxes
    - 3) Journals

**TERMS OF EMPLOYMENT:** 12 months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy- Employee

(Rev 4/2021)