

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

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

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien.
  2. High School diploma or its equivalent.
  3. Minimum of four (4) years 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 two (2) years professional experience with purchasing as the main duty.

**REPORTS TO:** Supervisor of Purchasing

**JOB SUMMARY:**

This is responsible technical work in the large scale purchasing of a wide variety of supplies, materials and equipment. The work is difficult in nature, involving a large proportion of miscellaneous items or materials requiring technical and exacting specifications. Work involves responsibility for reviewing requisitions for correctness, preparing specifications and requests for quotations or invitations to bid and the performance of other duties related to the purchasing and purchase record functions.

General supervision is received from the Supervisor of Purchasing. Supervision may be exercised over Buyers I and clerical employees.

This class differs from that of Buyer I in that incumbents are responsible for all phases of wide scale, varied and complex purchasing, including the determination and acceptance of low bids, subject to administrative approval.

**ESSENTIAL JOB FUNCTIONS:**

1. Examines requisitions, prepares specifications, selects vendors and prepares requests or invitations to bid.
2. Analyzes bid tabulations and determines or recommends the lowest bid of acceptable quality.
3. Confers with vendors on products and examines merchandise for quality.
4. Conducts correspondence with schools and vendors relating to purchasing.
5. Assists in the supervision of a very large and complex purchasing section.
6. Serves as liaison between the central purchasing section of the Board and the schools, investigating complaints, clarifying requisitions and performing other similar duties.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs such other office 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 Boards 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:** \_\_\_\_\_  
(Incumbent)

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

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

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

**Original- Human Resources Department**

**Copy - Supervisor**

**Copy - Employee**

(Rev. 4/2021)