

Buyer

DEFINITION:

Under general direction, purchase materials, supplies, equipment, and services in accordance with established policies and procedures; review and process requisitions and purchase orders; perform specialized clerical work; coordinate ordering and follow-up activities to ensure efficient and prompt buying and receipt of goods; perform related work as required.

QUALIFICATIONS:

Knowledge of:

- Purchasing policies, practices and terminology
- Applicable laws, rules and regulations related to the school district purchasing operation
- Technical aspects of researching, comparing, and purchasing supplies, materials and equipment
- Inventory methods and procedures
- Record keeping techniques
- Operation of a computer and related software
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Modern office practices, procedures and equipment use

Ability to:

- Perform a variety of duties related to the purchasing of supplies, equipment and services for the District
- Learn, interpret, apply and explain rules, regulations, laws, policies and procedures
- Make sound decisions necessary in the function of the position
- Prepare and maintain a variety of records and files
- Communicate with vendors regarding problems and discrepancies pertaining to orders
- Establish and maintain cooperative and effective working relationships
- Plan, prioritize, and organize work to meet schedules and timelines
- Learn and maintain proficiency on computers and related equipment and software
- Prepare bid specification documents
- Communicate effectively both orally and in writing
- Understand and carry out oral and written directions

Experience and Education

- Any combination equivalent to graduation from high school supplemented by college-level course work in business, purchasing or related field
- Two (2) years in public school district purchasing preferred

DISTINGUISHING CHARACTERISTICS:

This position is responsible for the complete purchasing cycle for a wide variety of supplies, materials, and equipment. It involves numerous contacts with outside agencies and school administrators requiring a high degree of competence in the technical, ethical, and legal aspects of public procurement.

ESSENTIAL FUNCTIONS:

- Purchase materials, supplies, equipment and services for use by the District according to established District procedures; ensure the smooth and timely delivery of goods and services to schools and departments.
- Process requisitions to create purchase orders and other records; review purchase requisitions for accuracy and legal compliance of vendors; utilize assigned software applications.
- Research and evaluate alternative sources of supply; obtain written or verbal quotations from vendors and discuss availability and delivery timelines; secure prices, estimated and/or actual, of items for the district.

- Recommend the purchase of materials, supplies, services, and equipment with due consideration given to quality, price, and delivery.
- Assist schools and departments in securing special items required for specific use.
- Coordinate with district staff to verify purchase order information and clarify requirements for procurement of products or services.
- Review and maintain supply contracts and agreements for compliance with all Board policies, and state & federal regulations; assist with preparation of Board agenda items.
- Assist in preparation and process of bid specifications and contracts; coordinate bid openings; prepare and evaluate requests for quotations and formal bids as assigned; ensure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.
- Develop and maintain bid mailing list.
- Analyze bids and quotes; recommend bid awards to Fiscal Support Manager.
- Maintain catalogs, vendor information and related source materials; develop sources of supply.
- Interview sales/vendor representatives; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, item availability, delivery schedules, and vendor reliability.
- Represent the district in JPA meetings.
- Communicate with staff, vendors, and others to resolve issues, errors and discrepancies related to purchase orders, deliveries, and product quality.
- Follow up on delayed shipments; resolve incorrect deliveries and obtain replacements for damaged items as necessary.
- Prepare special and/or periodic correspondence and reports concerning purchasing functions.
- Responsible for monitoring and maintaining surplus inventory; coordinate sale and surplus of items.
- May coordinate workload within the department.
- Perform specialized clerical and technical purchasing procedures.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.