

## Lead Buyer

### **DEFINITION:**

Under general direction of the Fiscal Support Manager, the Lead Buyer performs a variety of complex and technical duties involving the procurement of services and purchase of supplies and equipment; obtains quotes, prepares legal bids; reviews and processes submitted bids; processes purchase requisitions; and reviews purchase orders and specifications, coordinates inventory and disposition of District property.

### **QUALIFICATIONS:**

Experience: Three years of experience in purchasing.

Education: Any combination equivalent to graduation from high school supplemented by college-level course work in business, purchasing or related fields.

### **DISTINGUISHING CHARACTERISTICS:**

- The Lead Buyer is distinguished from the Buyer by increased purchasing authority and is responsible for the administration of all processes and procedures related to the acquisition of goods and services, including soliciting bids, evaluating, and selecting vendors, negotiating pricing and other contractual terms. Additionally, the Lead Buyer is responsible for making ongoing improvements to the purchasing process, including implementing changes that generate cost savings or enhance internal controls.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Fiscal Support Manager, incumbent will:

- Plan, coordinate, organize, direct and control the purchasing operations of the District; establish and implement policies and procedures for purchasing; assure compliance with applicable laws, codes, and rules and regulations.
- Maintain fixed asset and inventory records, including depreciations schedules.
- Schedule and review an annual physical inventory of District surplus furniture and equipment.
- Review District purchasing transactions and requisitions for equipment, supplies and materials; verify account codes; determine vendor and price as necessary.
- Create and review District contracts/MOUs, not including MOUs with collective bargaining units.
- Obtain and study comparative pricing and quotes; develop vendor lists; initiate contact with vendors relative to supply and equipment availability; purchase supplies, materials, and equipment.
- Prepare specifications and formal bid documents; approve scheduling of bids; analyze and evaluate bids received.
- Contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary; follow up on delayed shipments, discrepancies, and damaged deliveries.
- Perform other duties as are reasonably related to the position and that are consistent with the knowledge, skills and abilities required for the job.

### **KNOWLEDGE:**

- Thorough understanding and knowledge of the processes, procedures, and legal requirements of school district purchasing, leases, bids, and contracts, including those related to construction requirements under the Facilities and District Bond Programs.
- Ability to evaluate vendor bids, negotiate pricing and other contractual terms, and manage on-going relationships.
- Surplus inventory control and distribution.
- Record keeping techniques.

### **ABILITIES AND SKILLS:**

- Understand complex construction and facility related contracts.
- Plan, prioritize, and organize work and meet deadlines.
- Ability to identify and implement purchasing related process improvements.
- Exceptional planning and organizational skills.
- Ability to meet schedules and timelines.
- Ability to communicate effectively both verbally and in written form.
- Work cooperatively as a supportive, collaborative team member.

### **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 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.