

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Purchasing Specialist (Buyer I)
Reports To: Executive Director of Business Services

SUMMARY

Organizes and coordinates the activities and operations of the purchasing division.

QUALIFICATIONS/REQUIREMENTS

- High school diploma or equivalent.
- A minimum of two (2) years experience in bookkeeping, accounting, or purchasing involving advanced record keeping (directly related business school or college courses may be substituted for up to six (6) months of experience); or
- Any combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions and responsibilities of the Purchasing Specialist (Buyer I) position.
- Working knowledge of Microsoft products required. Proficiency with other software such as Google products preferred.
- Must have excellent interpersonal and communication skills, display a high degree of independent initiative, work well under pressure, and be able to perform multiple technical tasks with the ability to upgrade skills to meet changing job conditions.

ESSENTIAL JOB DUTIES

- Communicates, resolves issues, and advises District personnel regarding purchasing needs, policies, procedures, and related purchasing requirements.
- Obtains best possible price for needed supplies, equipment, and materials.
- Initiates purchase orders, monitors deliveries, controls back orders, cancels orders, expedites emergency rush orders, and reorders as needed.
- Identifies suppliers to solicit pricing and optimize savings for the District.
- Maintains positive supplier relationships ensuring efficient and effective purchasing of goods and services.
- Works with vendors to purchase equipment, furniture, supplies, materials, and to address issues as required.
- Provides information as needed to vendors in the areas of bidding, District guidelines, policies, and procedures.
- Processes purchasing transactions and invoices using appropriate budgetary codes.
- Maintains a complete and current library of vendors.
- Maintains a variety of files including purchase orders, bids, purchasing information, correspondence, and reports for the purpose of providing up-to-date references and audit trails.
- Applies District policies and regulations, maintains accurate records, and performs standard bookkeeping/accounting procedures.
- Manages various District accounts related to the purchasing budget.
- Trains District staff in purchasing procedures and policies.
- Manages District surplus property ensuring compliance with District policies.

ESSENTIAL JOB DUTIES (cont'd)

- Assists in developing bid and proposal specifications, evaluates bids, monitors bid openings, and notifies vendors.
- Assists in approving purchase order requests received from District staff.
- Assists in the preparation of department level budget.
- Recommends improvements to purchasing processes to the Executive Director of Business Services and the Chief Financial Officer (CFO).
- Maintains confidentiality at all times.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Executive Director of Business Services and CFO.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with provisions of District Policy on evaluation of support staff personnel.

FLSA STATUS

Non-Exempt