

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

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

#### **SUMMARY**

Plans and organizes the functions, programs, and activities of the District's purchasing division. Follows professional standards in public purchasing. Coordinates all materials management functions of the district including purchasing commodities, supplies, services, and equipment.

#### **QUALIFICATIONS/REQUIREMENTS**

- Bachelor's degree in Business Administration or related field, or equivalent combination of Purchasing Certification\*, such as NIGP-CPPB or NIGP-CPP, and experience in purchasing. (\*Note: Purchasing Certification can be currently held or will be required within one year of hire.)
- Three years of purchasing experience is preferred.
- Must possess a thorough knowledge of purchasing methods and procedures; the ability to prepare specifications and develop contracts; knowledge of a wide variety of commodities and their sources of supply; and the ability to coordinate, organize, and provide professional guidance to staff.
- Ability to develop and maintain effective working relationships with District officials, other employees, vendors, and the general public.
- Excellent communication skills – both oral and written.

#### **ESSENTIAL JOB DUTIES**

- Analyzes needs within budget criteria, coordinates specifications with petitioners, decides proper action (in-house, purchase, surplus, consolidate), creates Invitation for Bid, Request for Proposal, Request for Qualification or verbal quote, and awards bid or prepares recommendation to Board of Education.
- Negotiates and resolves problems relating to vendor performance, delivery, product quality, invoice corrections.
- Reviews and controls Department/School requests.
- Determines resource needs, instructs District personnel where needed, and advises Principal/Director of changes needed.
- Ensures favorable prices, high quality, and timely delivery of goods and services.
- Consolidates purchases, creates requirements contracts and controls use, sets order points, estimates annual needs, orders and administers co-op purchase orders, and reviews and adjusts accounts to inventory levels.
- Plans sale of surplus equipment and property, advises on bidding procedures to be used, issues notice of sales, and recommends awards.
- Proposes new projects, reviews on-going projects such as cost-saving programs, and prepares reports.

**ESSENTIAL JOB DUTIES (cont'd)**

- Prepares correspondence, responds to telephone inquiries, conducts sales interviews, and reviews products and services.
- Maintains confidentiality at all times.
- Handles other duties as required, such as serving on committees, attending meetings, planning and maintaining purchasing calendar including bid cycles, and maintaining purchasing records.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as dictated by law or assigned by the Executive Director of Business Services and Chief Financial Officer.

**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**

Exempt