Adams12 Five Star Schools

Job Description

Prepared/Revised Date: **July 2026**

Job Title:	**Buyer, Senior**	Job Code:	**3015**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Exempt - A**
Pay Program:	**Administrative**	Pay Range:	**L 11**
Typical Work Year:	**12 months**		

SUMMARY: Plan, develop, negotiate, and administer contracts, agreements, amendments and change orders and the acquisition aspect in new business proposals of moderate to high dollar value, risk, creativity and complexity. Create solicitations and contracts while analyzing cost estimates. Negotiate specifications and statement of works, price, date of delivery and other contractual and licensing provisions with suppliers. Supports with annual contract renewals and project close-out processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Process requisitions into purchase orders in accordance with state and federal law and Board policy.	D	15%
2. Evaluate requests for purchase of supplies, equipment and services to determine appropriate procurement method.	D	10%
3. Evaluate, analyze, tabulate and recommend bid awards to user by considering price, quality, and delivery.	D	10%
4. Develop and maintain effective relationships with customer contracting officials to facilitate business transactions and enhance future acquisitions.	D	10%
5. Direct the development of terms, conditions, and specifications ensuring compliance with project instructions consistent with contract terms and conditions as applicable to the District's regulations, policies and procedures.	D	5%
6. Provide training/guidance to project team and purchasing staff on construction and service contracts with emphasis on contract administration, documentation and procurement system requirements and other District policies and procedures as appropriate.	W	10%
7. Provide information and support for technical purchases to project staff and District personnel. Research and analyze new products, market conditions and trends which may affect pricing and availability of products and services.	W	10%
8. Review life cycle cost analysis and cost proposal development and participate in technical proposal preparation for construction and service contracts.	W	5%
9. Respond in a timely, professional, and comprehensive manner to project/client directives and requests involving contract compliance, cost proposals, insurance requirements and other administrative procurement issues.	M	5%
10. Responsible to the purchasing manager for assuring the appropriate project procurement system is utilized. Support and encourage effective use of controls on procurement projects.	M	5%
11. Develop and maintain bid specifications and standards to ensure best value, selection and pricing and to promote competition and maintain quality.	M	3%
12. Initiate on a timely basis the coordination of purchase order close-out actions including, but not limited to, review of claims, final project cost and coordination.	Q	5%
13. Conduct pre-bid conferences with bidders and departments. Preside at bid openings and proposal meetings.	Q	2%
14. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business, finance or a related area. Four years of relevant experience may be substituted for this requirement.
- Minimum of five (5) years purchasing experience, contract administration experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Ability to travel among district facility locations.
- Criminal background check required for hire.
- Certified Professional Public Buyer (CPPB) preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication and interpersonal relations skills.
- Proficient in word processing, spreadsheets and data systems.
- Knowledge of business principles, such as purchasing, materials logistics management, business and contract law.
- Applied knowledge of business principles and analysis techniques such as price and cost proposal.
- Ability to develop solutions to a variety of moderate and complex problems.
- Understand completely and applies principles, concepts, practices and standards with full and competent knowledge of industry and District practices.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers.
- Microsoft Office applications.
- Additional spreadsheet operating knowledge.
- ERP software applications within 6 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director, Supply Chain Management	3012

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in coordinating the department budget.
- Participate in initiating requisitions for the department.
- Evaluate and process requests for purchase of supplies, equipment and service from District personnel.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	