



Job Description

Job Title: **Assistant Buyer**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **February 2017**

Job Code: **1214**
 FLSA Status: **Non-Exempt**
 Pay Range: **L03**
 Typical Work Year: **12 months**

SUMMARY: Perform purchasing and purchasing card (P-card) related functions mandated by district policies and effectively communicate essential information to schools, departments, management and vendors. Provide daily support for operations of the Purchasing Department and provide customer service to personnel and vendors.

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. Advise departments and schools in the acquisition of various materials, equipment, and services needed in a cost-effective, professional and ethical manner. Evaluate requests for purchase of supplies, equipment and services to determine appropriate procurement method.	D	25%
2. Process requisitions and payment of approved invoices for goods and services. Maintain purchasing files and adheres to retention policies.	W	15%
3. Instruct and train customers and vendors on the district's purchasing practices and procedures, inclusive of, but not limited to: P-card training, training for online ordering through various sites, entering requisitions, etc.	D	15%
4. Processes contracts, amendments and sole/single/emergency purchases and communicate status out to end users and buyers.	D	10%
5. Prepare, process, reconcile and file monthly reports for the department. Assist with managing the P-Card and declining balance card (DBC) programs.	D	15%
6. Solicit and evaluate informal quotes for assigned commodities and make recommendation for award. Respond to general vendor inquiries via phone, email, etc. Review and approve new vendors and modifications to existing vendor information.	W	11%
7. Represent the district to vendors and local, regional and national public purchasing organizations. Promote and participate in cooperative procurement projects with other agencies. Manage district purchasing webpages.	M	4%
8. Perform other job related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in finance, purchasing, materials management or business administration preferred.
- Minimum of three (3) years' experience providing administrative support including two (2) years of technical support in purchasing or materials management required.
- An equivalent combination of education and experience may substitute for the experience requirement on a year-for-year basis.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facilities.
- Certified Professional Public Buyer (CPPB) preferred, but not required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of the basic principles of public procurement.
- Skills in researching products and vendors.
- Ability to create and maintain accurate purchasing records.
- Ability to properly monitor and expedite delivery of goods and services.
- Ability to educate employees and vendors on district's policies and procedures.

- Ability to work effectively independently and in a team-oriented environment.
- Knowledge of web-based solicitation programs (Rocky Mountain E-Purchasing System/BidNet, etc.).
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Purchasing Manager	3012

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

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 to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
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

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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