

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

Job Code: **3014**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **L 04**  
 Work Year: **12 months**

**SUMMARY:** Perform purchasing functions mandated by District Policy for the procurement of materials, supplies, and equipment and/or the execution of contracts for services. Provide customer service to District personnel.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Evaluate requests for purchase of supplies, equipment and services to determine appropriate procurement method.	D	15%
2. Advise and assist district personnel in purchasing materials, services and equipment.	D	15%
3. Provide support for technical purchases, including making recommendations to users, researching new products and providing users with current information.	D	10%
4. Develop effective relationships with customer purchasing officials to facilitate business transactions and enhance future acquisitions.	D	10%
5. Review customer and contractor proposals and coordinate customer proposal preparation.	M	10%
6. Assist in the development of bid specifications and standards to ensure lowest pricing, promote competition and maintain quality.	Q	10%
7. Provide support to users regarding requisitions and researching purchase orders and vendors.	D	7%
8. Process requisitions into purchase orders in accordance with state and federal law and Board policy.	D	5%
9. Compile and maintain organized purchase records by assuring that purchase activities are fully documented.	W	5%
10. Administer contracts for compliance including maintenance agreements and contracted service agreements.	M	5%
11. Prepare bids and tabulate, evaluate and recommend bid awards.	M	5%
12. Perform other duties as assigned.	Ongoing	3%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Specialized advanced courses in business, technical or vocational school up to two years of college. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of three (3) years of experience in purchasing preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

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

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Written and verbal communication, math, microcomputer/keyboarding and strong interpersonal skills.
- Basic knowledge of purchasing environment to include contract law and state and federal policies.
- Knowledge of request for quote (RFQ), Invitations For Bid (IFB), requests for purchase (RFP) and fax bid processes.
- 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 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 Microsoft office suite and email applications.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>	
<b>Reports to:</b>	Purchasing Manager	3012	
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Participate in coordinating the department budget.
- 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			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			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	