
Job Description – Buyer

Primary Function: Under the direction of the Director of Purchasing, creates, processes and awards bids and proposals for the purchase of supplies, equipment and services at the best value and in sufficient quantities required to maintain and support on-going operations of district campuses and departments.

Responsibilities/Duties:

Support of Administrative, Fiscal and/or Facility Functions

- Analyzes district requirements and identifies campus and/or department needs, including requirements for educational equipment and supplies, school and office furniture, maintenance and repair items, and construction and professional services
- Develops and issues solicitation documents of varying types and complexity required to procure goods and services, in compliance with district policies and State procurement laws
- Reviews vendor responses for compliance with solicitation requirements, performs pricing analysis and recommends contract awards that result in best value procurements for the district
- Assists with proposal evaluations and conducts negotiations
- Acts as liaison between vendors and district personnel, facilitating product and pricing information exchange, monitoring contractor performance and mediating dispute resolution
- Assists with the approval of purchase requisitions and assists in issuance of district purchase orders and contracts
- Provides training and assistance to district personnel concerning purchase processes and use of the District's automated finance/purchasing system
- Assists in the development of vendor sources within the Vendor Management Program of the electronic procurement system
- Complies with policies established by federal and state law, including but not limited to State Board of Education and local Board policy
- Provides assistance to departments as requested
- Organize District Auctions

Professional Growth and Development

- Participates in professional development that increases effectiveness and improves District performance

School/Community Relations

- Interacts positively with employees and the community to provide needed information and to promote the District in favorable manner
- Communicates and collaborates with campus/department staff to enhance service delivery and customer satisfaction

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Acceptable purchasing laws, rules and regulations
- District purchasing practices and procedures
- Purchasing tools and techniques
- Market conditions and sources
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Operate standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases and presentations
- Organize and prioritize work responsibilities
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience: High school diploma Bachelor's degree preferred. Three years of related experience.

Working Conditions: Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 225 workdays. See current paygrade on Specialist compensation plan.

Revised: 11/5/24

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date