



<b>Job Title:</b>	Buyer	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director of Purchasing	<b>Pay Grade:</b>	Administrator 1
<b>Dept. /School:</b>	Purchasing	<b>Date Revised:</b>	11/15/2017

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**Primary Purpose:**

Perform technical and clerical purchasing functions for the district. Works directly with purchasing staff to implement purchasing procedures and to process bids and purchase orders and ensure compliance with applicable state laws and regulations.

**Qualifications:**

**Education/Certification:**

High School degree, Bachelors in Business or related field, preferred

**Special Knowledge/Skills:**

Knowledge of procedures for purchasing and invoicing supplies and equipment Ability to work with numbers in an accurate and rapid manner Ability to analyze and organize a complex filing system of bid-related documentation Proficient typing, keyboarding, and file maintenance skills Ability to use calculator (10-key by touch) Ability to use personal computer and software to develop spreadsheets, databases, and do word processing. Effective communication and interpersonal skills Proficiency in meeting constant deadlines.

**Experience:**

One year governmental Buyer experience in a purchasing department preferred. Minimum three years clerical in a public or private purchasing department preferred.

**Major Responsibilities and Duties:**

**Purchasing:**

1. Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
2. Obtain and study comparative prices and quotations.
3. Make decisions for district spending based on quotes obtained.
4. Purchase supplies and equipment for the district by competitive bidding, informal quotations, and negotiations following established district criteria and state purchasing rules.
5. Prepare bidding documents, including notice and instruction to bidders, specifications, and form of proposal.
6. Work cooperatively with district personnel to determine appropriate specifications, sources, availability, pricing, shipping, and receiving.
7. Receive and evaluate formal bids and/or proposals.

8. Make recommendations for the award of contracts to the Director.
9. Assist Purchasing Director in negotiations of contracts.
10. Work cooperatively with Purchasing Director to identify new construction purchasing requirements, enforce budget guidelines, create spreadsheets detailing expenditures and ensure delivery of items.

**Clerical:**

11. Prepare and maintain vendor and bidder lists.
12. Creates, prepares and processes purchasing documents, enters or edits purchase order data in purchasing requisition system.
13. Prepare, develop and maintain a variety of correspondence, forms and documents as well as specialized reports.
14. Maintain physical and computerized files for the department.
15. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, typewriter, printer, fax machine, copier, and calculator.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer. Maintain emotional control under stress.

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