

## JOB DESCRIPTION

TITLE

BUYER

### QUALIFICATIONS

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.

Education/ Experience	Bachelor's degree in business or related field from college or university or two years educational purchasing and supply management experience; or equivalent combination of education and experience. Computer skills required (e.g. ability to use email, competent in Microsoft Word and Excel).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
Certificate/License	N/A
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
Physical Demands	The physical demands described here 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. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is frequently required to stand and walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              Director of Purchasing

#### GENERAL RESPONSIBILITIES

1. Assists in implementation of purchasing goals and objectives.
2. Acts in supervisory capacity in the absence of the Director of Purchasing.
3. Assists in the supervision of the activities of the clerical purchasing staff.

#### SPECIFIC RESPONSIBILITIES

1. Receives, examines and approves requisitions for district supplies, equipment and services of assigned categories under \$4,000 in value.
2. Initiates contact with vendors relative to source of supply, prices, product information, new products, and follow-up.
3. Answers inquiries and provides information to schools and departments regarding prices, descriptions, source and availability of items meeting their requirements.
4. Visits schools and meets with principals and staff to determine specific needs. Follows up with bid(s) or quotation(s) in order to fill those needs.
5. Develops specifications that are descriptive yet sufficiently broad to promote competitive bidding.
6. Prepares formal bids and requests for proposal quotations that are explicit in their requirements.
7. Prepares bid tabulations and recommendations for award of bids.
8. Prepares board packet documentation for those items requiring board approval.
9. Ensures end user receives appropriate bid information for preparation of requisitions.
10. Utilizes the Internet for research of suppliers and product information; utilizes on-line procurement services of DemandStar.com to obtain the best product from responsible vendors at the best price.
11. Utilizes and is familiar with State Contract and other available contracts via the Internet. Researches and is familiar with other school board, county and governmental agency bids, and when appropriate, utilizes pricing and specifications from these bids.

12. Ensures compliance with Florida statutes, board policies and administrative rules regarding purchasing procedures.
13. Performs other duties as assigned.