

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: Buyer

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Purchasing	ACCOUNTABLE TO: Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for the procurement of materials, equipment, and supplies for the District. Duties include: inputting and tracking warehouse purchase orders, credits, and adjustments; ordering supplies for warehouse; evaluating requests and verifying prices; maintaining ongoing warehouse stock ledger and making adjustments as appropriate; meeting with vendors and staff to determine needs and acquire information; reviewing and renewing annual proposals and bids; verifying purchase requisitions for compatibility with district standards and to ensure cost effective vendor sources are used; conducting pre-bid and pre-proposal conferences and answering any inquiries pertaining to solicitations; drafting and issuing amendments; preparing bid specifications; and, participating in the proposal review and award process.		
DISTINGUISHING CHARACTERISTICS: The Buyer is the first level of a three level Purchasing series. The Buyer is distinguished from the Buyer, Senior which has responsibility for the procurement of professional services obtained through complex contractual agreements.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Orders supplies for the warehouse to include evaluating requests, verifying prices, and updating warehouse catalog.	Daily	A1
2.	Maintains ongoing warehouse stock ledger and makes adjustments as appropriate to include daily input of warehouse purchase requisitions, credits, and adjustments, and running reports to verify returns.	Daily	A1
3.	Meets with vendors and staff to determine needs and acquire information on current products and prices and to secure materials and/or services.	Daily	B2

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Maintains current information, catalogs, and correspondence relating to technology products and purchases.	Weekly	A1
5.	Inputs and tracks warehouse purchase orders, credits, and adjustments to include following up with customers on returns.	Weekly	A1
6.	Verifies purchase requirements for compatibility with District standards in order to ensure cost effective vendor sources are used.	Weekly	B2
7.	Reviews and renews annual proposals and bids to include deciding when to renew proposal and what changes are needed.	Monthly	B2
8.	Conducts pre-bid and pre-proposal conferences and answers any inquiries pertaining to solicitations to include drafting and issuing amendments.	Monthly	B2
9.	Prepares bid and proposal specifications to include participating in the proposal and review process, conducting bid process, recapping of bid proposals, evaluating and recommending bid awards for Governing Board action, distributing award or non-award of bid notification, and preparing requisitions from bid award.	Monthly	B2
10.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- State of Arizona Statutes and District Procurement Rules;
- Uniform System of Financial Records;
- Product performance and availability;
- Basic accounting and mathematics.

Skills (position requirements at entry):

Skill in:

- Using computers and related software;
- Operating a calculator to figure out discounts, interest, and percentages;
- Reading and interpreting documents such as policy and procedure manuals;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Business or closely related field and two years experience performing purchasing or materials management related duties; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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