

# KYRENE SCHOOL DISTRICT, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Buyer, Senior**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
C	4	1
<b>DEPARTMENT:</b> Purchasing	<b>ACCOUNTABLE TO:</b> Manager	<b>FLSA STATUS:</b> Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for procuring professional services and commodities that require developing and preparing complex single requirements and multi-year contracts. Duties include: Preparing bid specifications, conducting bid openings, recapping of bids, evaluating and making bid recommendations to the Governing Board; distributing bid notifications and preparing bid awards; meeting with vendors and staff to determine needs and acquire information; verifying purchase requisitions for compatibility with District standards and to ensure cost effective vendor sources are used; drafting and issuing complex proposals and bid documents for professional services and technical commodities; establishing and chairing evaluation committees; debriefing vendors on evaluation process and award of contracts; administering one time and multi-year contracts by ensuring appropriate documentation is received; resolving contractual problems on multi-year contracts; conducting pre-bid and pre-proposal conferences and answering any inquiries pertaining to solicitations; and, drafting and issuing amendments.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Buyer, Senior is the second level of a three level Purchasing series. The Buyer, Senior is distinguished from the Buyer which is limited to the procurement of materials, equipment, supplies, and non-professional service contracts.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Drafts and issues complex proposals and bid documents for professional services and technical commodities to include determining pricing structure, terms and conditions, and compliance with School District Procurement Rules.	Daily	C4
2.	Establishes and chairs evaluation committees to include evaluating proposals and bids, conducting negotiations with vendors, and documenting evaluation process.	Daily	C4

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
3.	Resolves contractual problems on multi-year contracts to include issuing contract amendments if changes are needed.	Daily	C4
4.	Verifies purchase requisitions for compatibility with District standards and to ensure cost effective vendor sources are used.	Weekly	B2
5.	Debriefs vendors on evaluation process and award of contracts to include responding in writing to any bid protests that have been filed.	Weekly	C4
6.	Meets with vendors and staff to determine needs, acquire information, and answer questions.	Weekly	B2
7.	Administers one time and multi-year contracts by ensuring appropriate documentation is received such as certificates of insurance, performance bonds, and licenses.	Weekly	B2
8.	Reviews requirements and researches current industry standards and the needs of department users to include ensuring compliance with the School District Procurement Rules and Uniform System of Financial Records.	Weekly	B2
9.	Conducts pre-bid and pre-proposal conferences and answers any questions pertaining to solicitations to include drafting and issuing amendments	Weekly	B2
10.	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 bid awards.	Monthly	C4
11.	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;
- Contract and Business Law;
- Product performance and availability;
- Evaluation procedures, negotiation techniques, and contract award procedures.

**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;
- Structuring and drafting complex documents;
- Performing mathematical and statistical analysis of data;
- Preparing and making oral and written presentations;
- 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):

Bachelor's Degree in Purchasing, Business or closely related field and three years experience in a purchasing function as a Buyer; 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)

Date: 3/98