

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUYER

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	B/2/3	Nonexempt

CLASS SUMMARY:

The Buyer is the first level of a three level series. Incumbents are responsible for the procurement of materials, equipment, and supplies for the District.

Duties include tracking and data entering warehouse purchase orders, credits, and adjustments; ordering supplies for the warehouse; evaluating requests and verifying prices; maintaining warehouse stock ledger and making adjustments as appropriate; meeting with vendors and staff to determine needs; reviewing and renewing annual proposals and bids; verifying purchase requisitions for cost effectiveness and compatibility with district standards; 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.

The Buyer is distinguished from the Buyer Senior in that the former participates in the routine procurement of materials, equipment, and supplies and the latter has responsibility for the contracting of professional services.



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<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Orders supplies for the warehouse including evaluating request, verifying prices, and updating catalogs; maintains warehouse stock ledger including adjustments, as necessary, and daily input of requisitions, credits, and adjustments; and runs reports for verification.	Daily 30%	A/1
Meets with vendors and staff to identify needs; acquires information regarding current and new products and prices; and secures needed materials and services.	Daily 20%	B/2
Maintains product information, catalogs, correspondence, and other documentation regarding technology products and purchases.	Weekly 15%	A/1
Inputs and tracks warehouse purchase orders, credits, and adjustments including customer follow-up on returns.	Weekly 10%	A/1
Verifies purchase requirements for compatibility with District standards and assesses most effective vendors.	Weekly 5%	B/2
Conducts solicitations including conducting bid conferences; preparing proposal specifications and bid amendments; evaluating and recommending bid awards; making award and non-award notifications; and developing award requisitions.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Associates's Degree in business or related field and two years experience performing purchasing or materials management related duties is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None



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Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Materials management and purchasing principles and practices;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, 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.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08
Revised by Human Resources July 2009

