

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
BUYER SENIOR

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	C/4/1	Exempt

CLASS SUMMARY:

The Buyer Senior is the second level of a three level series. Incumbents are responsible for the procurement of professional services and commodities requiring development of complex contract requirements.

Duties include preparing bid specifications, conducting solicitations, and administering one time and multi-year professional services and other contracts involving conducting bid openings; recapping of bids; drafting and issuing complex proposals and bid documents and amendments for professional services and technical commodities; 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; establishing and chairing evaluation committees; debriefing vendors on evaluation process and award of contracts; and resolving contractual problems on multi-year contracts.

The Buyer Senior is distinguished from the Purchasing Manager in that the former participates in the procurement of professional services and other commodities and the latter has responsibility for supervision of the purchasing functions.



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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Drafts and issues complex proposals and bid documents for professional services and technical commodities including determining pricing structure, terms and conditions, and compliance with School District Procurement Rules.	Daily 35%	C/4
Establishes and chairs evaluation committees including assessing proposals and bids, conducting negotiations with vendors, and documenting evaluation process.	Daily 15%	C/4
Resolves contractual problems on multi-year contracts including issuing contract amendments as needed.	Daily 15%	C/4
Administers contracts including activities such as ensuring appropriate documentation; verifying purchase requisitions for compatibility with District standards and cost efficiency; meeting with vendors and staff to determine needs and acquire needed information; reviewing requirements and conducting industry research; conducting bid conferences; and issuing amendments.	Weekly 10%	B/2
Prepares bid and proposal specifications including participating in the proposal and review process; conducting bid processes; evaluating and recommending awards; and performing notifications.	Monthly 10%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Bachelor's Degree in business, purchasing or related field and three years experience in a purchasing function as a buyer 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;
- Management 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

