

SCHOOL DISTRICT OF ALACHUA COUNTY

BUYER, SENIOR

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY GRADE:	28	SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution, Business or Public Administration focus preferred;
- (2) CPM, CPPO, CPCM, or CPPB certification preferred;
- (3) Five (5) years of progressively responsible experience in a purchasing department; or
- (4) An equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of advanced governmental purchasing policies and procedures. Ability to communicate effectively both orally and in writing. Skill in the use of computer technology. Ability to maintain complex records, to assemble and organize such data and to prepare reports from such records. Ability to establish and maintain effective working relationships with other employees and the general public.

REPORTS TO:

Director -- Purchasing

JOB GOAL

To assist in the economical procurement of commodities and services as required for schools and departments.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Interpret and apply knowledge of advanced purchasing principals and practices.
- *(2) Perform multiple purchasing tasks requiring efficient time management skills, including task prioritization and resource allocation.
- *(3) Assist vendors, schools and departments as necessary with researching and providing information on the status of payments, shipping dates, purchase orders, bids/proposals, invoices and other critical order components.
- *(4) Confer with representatives of schools and departments regarding their needs for purchased commodities and services.
- *(5) Evaluate the need for and develop annual term contracts.
- *(6) Maintain the annual term contract program using effective record keeping.
- *(7) Prepare Requests For Quotations (RFQ) and Invitation to Bid packages.

BUYER, SENIOR (Continued)

- *(8) Develop procurement documents in a timely manner designed to ensure delivery of commodities or services at the best possible price.
- *(9) Interact with vendors on a regular basis and maintain Purchasing Department vendor library.
- *(10) Prepare reports and correspondences related to purchasing.
- *(11) Adhere to state statutes and district purchasing policies and procedures.
- *(12) Serve on school/district committees as required or appropriate.
- *(13) Adhere to good safety standards.
- *(14) Attend all staff meetings and workshops.
- *(15) Assist with maintaining a clean and orderly environment.
- *(16) Be knowledgeable of and adhere to Board policies and procedures.
- *(17) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(19) Demonstrate initiative in the performance of assigned responsibilities.
- *(20) Demonstrate support for the school district and its goals and priorities.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school/workplace matters.
- *(24) Maintain expertise in assigned area.
- *(25) Manage time efficiently.
- *(26) Model and maintain high ethical standards.
- *(27) Participate in cross-training activities as required.
- *(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(29) Maintain updated and accurate records.
- *(30) Represent the District in a positive and professional manner.
- (31) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted 10/19/10