

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>BUYER 2</b>	2.7.7
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement by performing a variety of duties involved in the purchasing of a diversified group of materials, supplies, and equipment, including standard and non-standard commodities, in accordance with District code of policy and procedures, State of Oregon rules and regulations, Attorney General model rules, and other relevant purchasing procedures.

### **CLASS CHARACTERISTICS**

This is the full journey level class within the Buyer series. Employees within this class are distinguished from the Buyer 1 by the performance of the full range of duties as assigned including preparing and monitoring complex bids. Employees at this level receive assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Lead Buyer or Purchasing Coordinator in that the latter provides technical and functional supervision over assigned buying personnel.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over clerical personnel.

**ESSENTIAL FUNCTIONS OF THE JOB** - May include, but are not limited to, the following:

Preparing detailed bids/requests for proposals and requests for quotations, including development of bid specifications; assumes responsibility for administration of contracts to include pre-award and post-award planning for each contract.

Receiving, reviewing, and acting upon purchase requests received from various schools and departments.

Assigning and reviewing the work of assigned support personnel.

Contacting appropriate vendors; interviewing vendors for new products; monitoring and evaluating vendor performance.

Receiving and analyzing bid and quotation responses from vendors.

Coordinating meetings with District administrators, department heads, and teaching staff to insure continuity of supplies and equipment within District.

Preparing proposals and recommending award of contracts to vendors for larger purchases.

Authorizing purchase order change orders.

Contacting vendors for verification of bid or quotation content as necessary.

Comparing bids with specifications to determine lowest bidder meeting specifications and recommending award of contract.

Verifies material and service quantity and quality.

Preparing correspondence and conducting interviews with District personnel and vendors on matters related to purchasing requirements.

Maintaining an active mailing list compiled from application of vendors requesting placement on particular commodity bid lists and maintains other purchasing records.

Assisting in training other employees.

Preparing reports and correspondence as required.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices and methods of purchasing. Principles and practices of contract development, negotiation and administration.

Principles and practices of cost and price analysis.

Legal aspects of public contracting.

Pre-award and post-award contract procedures.

Automated purchasing and supply procedures.

#### **Ability to:**

Understand and explain the full spectrum of public contracting.

Prepare accurate and concise bid specifications.

Assign and review the work of others.

Evaluate, analyze, and summarize bid proposals against bid specifications and to make recommendations consistent with all appropriate laws, policies, rules and procedures.

Effectively handle negotiation of contracts with vendors.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Three years of responsible professional buying experience in a setting including large volume purchasing of a wide range of products and services.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or a related field. CPPB certification desirable but not required.

**Work Environment**

Climate controlled office settings with temperatures ranging from mild to moderate cold heat. Exposure noise levels from moderate to loud and occasional to frequent time periods.

**Physical Requirements**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 25 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Buyer 2

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_