

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>BUYER 1</b>	2.7.6
Effective Date	Job Title	Index

### **PURPOSE**

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

### **CLASS CHARACTERISTICS**

This is the entry level class in the Buyer series. This class is distinguished from the Buyer 2 by the performance of the more routine tasks and duties assigned to positions within the series including preparing of more routine bids.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from an assigned supervisor. Methods of performing tasks are explained in general terms and work reviewed by a supervisor while in progress and upon completion.

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

Assisting in preparing bid proposals and requests for quotations.

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

Contacting appropriate vendors.

Receiving and analyzing bid and quotation responses from vendors.

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

May authorize 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.

Verifying 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 applications of vendors requesting placement on particular commodity bid lists and maintains other purchasing records.

May assist in the preparation of purchasing specifications.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Basic purchasing methods, practices, and procedures.

Basic contract development, negotiation and administration.

Basic principles and practices of cost and price analysis.

Basic principles and practices of legal aspects of public contracting.

Personal service contracts.

Pre-award and post-award contract procedures. Automated purchasing and supply procedures.

#### **Ability to:**

Understand the full spectrum of public contracting.

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:**

One year of professional purchasing experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or a related field.

**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/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly 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 1

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

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

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

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