

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Buyer Purchasing (M92)	Job Family: 8
Department: Purchasing Department	Lane Placement: 11
Supervisor's Title: Director of Purchasing	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Original date: <u>06/97</u> Revised: <u>10/12</u> Revised: <u>07/13</u> Revised: <u>10/20</u>	

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Buyer** purchases and approves a variety of supplies and equipment within procurement guidelines, within authorized budget and within other administrative constraints.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Prepare bid specifications as requisitions are submitted by schools and/or departments.
- Ensure requisitions follow District procurement policy and/or State of Utah procurement code and rules.
- Proofread purchasing documents for accuracy and assists in evaluation of quotes, bids and requests for proposal.
- Work with salespeople, suppliers, and manufacturer representatives to ensure proper vendor relations are maintained by the district.
- Work with principals, teachers, and other district personnel to develop bids or requests for proposal, to procure goods or services that best meet the needs of the district.
- Coordinate review for pre-bid product evaluations with department heads and school personnel. May attend coordination meetings as necessary.
- Assist the director in writing policies and procedures, developing more useful forms, streamlining procedure and managing contracts and files.
- Prepare bid documents and other solicitations to be posted to the public in compliance within pre-determined procurement procedures.
- Approve purchase requisitions while ensuring the proper coding is used, follows through on delivery of product, verifies correct pricing, and oversees quality control.
- Collaborate with other support personnel in the department to accomplish daily tasks and special projects.
- Work with user departments and warehouse personnel to maintain adequate levels of inventory for assigned commodities.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Read and interpret construction schedules, drawings and specifications.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in purchasing, business or related field plus two years of direct purchasing related work or an equivalent combination of education and directly related work experience.
- Two years of directly related State purchasing experience highly preferred.
- Purchasing certifications preferred (i.e. CPPB, CPPO, NIGP-CPP, CPM, etc.)
- Requires a variety of problem solving skills, contract management experience, and compliance auditing experience (i.e. determine unacceptable products, improper prices, acceptable terms, and delivery delays.)
- Requires ability to effectively communicate, both orally and in writing, with clarity of form and structure.
- Requires advanced math, budgeting and bookkeeping skills.
- Requires knowledge of government purchasing policies and procedures.
- Requires knowledge of market fluctuations regarding particular products.
- Requires verified computer skills, especially using Microsoft Office software. Experience with Skyward Financial software a plus.
- Requires good interpersonal skills.
- Requires attention to detail, concentration, speed and accuracy despite frequent interruptions. Some stress arises from requirement to meet deadlines.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines (e.g. computer, fax and copy machine).

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. Is frequently required to sit; stand; walk; may occasionally reach with hands and arms and stoop, kneel, or crouch. Is occasionally required to use hands to handle or feel.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, color vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.