

**Jordan School District
Classified Job Description**

Job Title: Buyer Senior (M91)	Job Family: 8
Department: Purchasing	Lane Placement: 15
Supervisors Title: Director of Purchasing	Contract: 245 days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>6/26/13</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>6-26-13</u>
Human Resources Approval: <u><i>[Signature]</i></u>	Date: <u>6-26-13</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>6/27/13</u>
Origination date: <u>4/93</u> Revised: <u>5/94</u> Revised: <u>1/11</u> Revised: <u>07/13</u>	

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Buyer Senior** is responsible for purchasing all commodities according to District needs, specifications and guidelines. Incumbent provides training and guidance for those submitting requisitions, and develops, screens, challenges and refines bid specifications submitted by organization representatives, vendors and other buyers. Incumbent performs research on market conditions, product development, pricing, competition and alternative supply sources. Incumbent reviews and develops contracts and assists in negotiating contracts. Incumbent assists in inventory control and coordinates warehousing to ensure prudent use of District resources. The Buyer Senior acts as a resource to other District buyers and other purchasing staff members.

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

ESSENTIAL FUNCTIONS

- Must be prepared and ready to fill the role of director when the director is absent or is not available. Provide day to day assistance and act as a resource to department buyers, secretaries, etc.
- Evaluate employee performance and is an authorized evaluator under the Jordan Classified Evaluation System.
- Conduct research from multiple sources to prepare or refine bid specifications for approved purchases of all manner of commodities.
- Perform research on market conditions, product development, pricing, competition and alternative supply sources in evaluating bids and proposals.
- Review, develop and assist in negotiating contracts.
- Assist in reviewing current inventory levels of products in the central warehouse to ensure maximized use of District resources.
- Proofread purchasing documents and solicitations for completeness and accuracy to assist other buyers.
- Work with sales representatives and District accounts payable personnel to coordinate the purchase of commodities and payment of invoices.
- Instruct outside agencies in District procurement policies and procedures, and ensure proper compliance.
- Assist the director in writing guidelines and procedures, developing forms and preparing bid files.
- Prepare evaluations for review by the director and prepare purchase recommendations for Board of Education approval.

- Direct the preparation and printing of purchase orders and follows through on delivery, pricing, quality and quantity control.
- Make claims to vendors for shipment shortages and discrepancies.
- Inspect merchandise for damage and follow through with any claims, whether such claims are with an insurance carrier, a transportation company or with the vendor.
- Ensure vendors are paid according to purchase order payment terms promptly to take advantage of offered discounts.
- Track warranties for owner purchased materials.
- Track and expedite shipment of purchased materials to support fast track construction methods or other emergency purchases.
- Coordinate concurrent projects in terms of working with contractors and building inspectors to set appropriate priorities, monitor timeliness of shipments, and quality of materials and supplies.
- Must evaluate products; determine equivalencies and comparability in specifications.
- Conducts and oversees procurement evaluations to ensure proper policy and procedure are being followed.
- Keep director aware of new products available in the market. Continually investigate alternative supply sources. Track fluctuating market conditions.
- Assign work to buyers when assistance is needed. Supervise secretarial staff when preparing bid documents.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Attend coordination meetings as necessary.

- 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 machines, 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 a Bachelor's degree in purchasing, business or related field plus four years of direct purchasing related work experience or an equivalent combination of education and directly related work experience.
- Two years of directly related purchasing experience for a public procurement unit or authorized purchasing entity as defined in the Utah Procurement Code is highly preferred.
- Purchasing certifications preferred (i.e. CPPB, CPPO, 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.
- Demonstrated supervisory experience highly preferred.
- 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 excellent interpersonal skills. Interacts with District and school personnel, District administrators, vendors, architects, contractors, manufacturer's representatives. Requires ability to build rapport with all stake holders. Must demonstrate and exercise good judgment in dealing with other departments and schools to foster trust and cooperation.
- Requires attention to detail, concentration, speed and accuracy despite frequent interruptions. Some stress arises from requirement to meet deadlines.
- Requires skill in reviewing and understanding contracts, as well as legal expectations of other types of contracts.

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.

Physical Requirements --- Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The incumbent is frequently required to sit; occasionally will stand and/or walk. Will reach with hands and arms. The incumbent is occasionally required to use hands to handle or feel.
- The incumbent 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, distance 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.*