

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUYER ASSISTANT

SALARY SCHEDULE: SSP-10

COST CENTER: Materials Management Department - 9033

QUALIFICATIONS:

- 1) Associate of Arts Degree in a business related field or comparable experience.
- 2) Must receive a minimum score of 90% on the bookkeeping test.
- 3) One (1) year experience in a purchasing related environment.
- 4) Must receive a minimum score of 90 on the Microsoft Word test; 65 on the Excel test. [Demonstrable computer proficiency.]

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of purchasing terminology, procedures, and policies. Good oral and written communication skills. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, vendors, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Purchasing and Fixed Assets Manager

JOB GOAL

To assist Buyer and District personnel to effectively and efficiently procure the required goods and services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Review all purchase requisitions, verify bid pricing, and revise as necessary prior to conversion to purchase orders.
- *(2) Review competitive quotations, determine the lowest bidder that meets specifications, compile product information, review repetitive purchases and make recommendations to staff.
- *(3) Prepare purchase requisitions for School Board approval.
- *(4) Communicate with vendors on pricing and bid issues.
- *(5) Solicit written and telephone quotations, as needed.
- *(6) Assist with revisions of purchase orders, cancellations, and changes.
- *(7) Inform District school and department bookkeepers of all changes affecting the processing of requisitions via e-mail and/or direct contact.
- *(8) Assist District bookkeepers and department employees, as needed, in problem-solving activities.
- *(9) Assist with review of procurement card receipts for compliance with Purchasing policies. [Demonstrate initiative in the performance of assigned responsibilities.]
- *(10) Model and maintain high ethical standards.
- *(11) Follow attendance, punctuality, and proper dress rules.
- *(12) Maintain confidentiality.
- *(13) Maintain positive relationships with co-workers, school and department personnel, and administrators.
- *(14) Participate in workshops and training sessions as required.
- *(15) Communicate effectively with the public, co-workers, and administrators.

BUYER ASSISTANT (Continued)

- *(16) Respond to inquiries and concerns in a timely manner.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Prepare all required reports and maintain all appropriate records.
- *(19) Follow all School Board policies and department procedures.
- *(20) Exhibit interpersonal skills to work as an effective team member.
- *(21) Demonstrate support for the School District and its goals and priorities.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 05

*Essential Performance Responsibilities