

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SENIOR PURCHASING BUYER

SALARY SCHEDULE: SSP-13

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) Minimum of three (3) years public purchasing experience as a Buyer. [five (5) years purchasing experience which must include 3 years of current public purchasing experience or equivalent education and experience per the National Institute of Governmental Purchasing guidelines.]
- (2) Minimum of [12 college credit hours in purchasing courses; 96] 48 contact hours in purchasing seminars. [or any combination thereof]
- (3) Must obtain [possess] and maintain Certified Professional Public Buyer Certification.
- (4) Must receive a minimum score of 90 on the Microsoft Word test; 65 on the Excel test. [Demonstrable computer proficiency using word processing and spreadsheets.]
- (5) Minimum of three (3) years work-related supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public purchasing law, methods and procedures, knowledge of shipping and receiving regulations and knowledge of grades, quantities, price trends, supply sources and marketing conditions. Ability to establish and maintain effective working relationships with vendors and fellow employees. Knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Ability to express ideas effectively both orally and in writing. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public.

REPORTS TO:

Purchasing and Fixed Assets Manager

<p>JOB GOAL</p>

<p>To prepare bid invitations, analyze bids and review purchase orders.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform the more difficult purchasing tasks requiring extensive knowledge of technical and specialized commodities and services; prepare formal and informal solicitations; and analyze, evaluate and recommend awards of purchase.
- * (2) Plan, prioritize, assign, and review the work of assigned technical staff involved in procurement of a wide variety of commodities and services.
- * (3) Conduct product research; evaluate markets and trends for procurement; develop and prepare commodity specifications of items to be bid.
- * (4) Represent the Purchasing Manager as directed and in the absence of the Purchasing Manager, to assume the responsibility of the Purchasing Manager as needed.
- * (5) Develop, implement and conduct procurement training sessions.

SENIOR PURCHASING BUYER (Continued)

- * (6) Provide information to vendors and contractors on the bid/award process, purchasing policies and all other procurement related issues.
- * (7) Monitor ongoing vendor relations pertaining to bids; oversee the bid extension/re-bid process.
- * (8) Attend pre-bid conferences, bid openings, and tabulate bids.
- * (9) Obtain and interpret market prices and trends and apply such interpretations to procurement problems.
- * (10) Meet and confer with department representatives regarding the preparation of bid packages, bid analysis, evaluation and award.
- * (11) Assist with the review of educational specifications and plans for all new construction projects to determine furniture and equipment to be purchased.
- * (12) Oversee bid preparation and distribution.
- * (13) Assist with the review of purchase orders and ensure that all purchases are made pursuant to local, state and federal purchasing regulations.
- * (14) Assist with determining that adequate space and utilities are planned to support furniture and equipment.
- * (15) Develop and maintain a catalog library of vendors, products and services.
- * (16) Conduct oneself in accordance with National Institute of Governmental Purchasing code of ethics.
- * (17) Plan specific short- and long-range commodity objectives.
- * (18) Survey markets for best or new supply sources.
- * (19) Maintain positive effective working relationships with District / school personnel and co-workers.
- * (20) Maintain confidentiality.
- * (21) Use positive and effective interpersonal communication skills.
- * (22) Keep supervisor informed of potential problems and unusual events.
- * (23) Participate in training to update and increase skills.
- * (24) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (25) Demonstrate support for school or department and District goals and priorities.
- (26) 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. 11

*Essential Performance Responsibilities