

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PURCHASING BUYER

**SALARY SCHEDULE:** SSP-12 [SPECIALIST 1]

**COST CENTER:** MATERIALS MANAGEMENT SERVICES (9033)

**QUALIFICATIONS:**

- (1) Minimum of three (3) years experience as a buyer within a governmental agency or any combination of education and experience equivalent to an Associate of Arts Degree with major course work in purchasing and some experience in the procurement of materials, equipment and supplies.
- (2) Eligible to obtain CPPB Certification within eighteen (18) months of appointment.
- [(3)] [Demonstrable computer proficiency using word processing and spreadsheets.]
- (3) Must receive a minimum score of 90 on the Microsoft Word test; 65 on the Excel test.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of public purchasing 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

#### JOB GOAL

To assist the Director with the preparation of bid invitations, analysis of bids, and review of purchase orders.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Prepare bids, quotes and advertisements.
- \* (2) Attend bid openings and tabulate bids.
- \* (3) Assist in preparing School Board agenda items.
- \* (4) Obtain and interpret market prices, conditions, and trends and apply such interpretations to procurement problems.
- \* (5) Meet and confer with department representatives regarding the preparation of bid packages, bid analysis, evaluation and award.
- \* (6) Review educational specifications and blueprints [plans] for all new construction projects to determine furniture and equipment to be purchased.
- \* (7) Develop specifications for writing bids for items to be purchased.

**PURCHASING BUYER (Continued)**

- \* (8) Review purchase orders and ensure that all purchases are made pursuant to local, state and federal purchasing regulations and District standards.
- \* (9) Assist with determining that adequate space and utilities are planned to support furniture and equipment.
- \*(10) Develop and maintain a catalog library of vendors, products and services.
- \*(11) Compile relevant information and coordinate activities related to furniture standardization including the department website. [Evaluate market conditions and trends.]
- \*(12) Confer with vendors on products; inspect or review samples/specifications on new products; attend product demonstrations. [Plan specific short- and long-range commodity objectives.]
- \*(13) Survey markets for best or new supply sources.
- \*(14) Interact with District administrators and attend meetings as required for construction projects.
- \*(15) Assist District personnel with the selection of appropriate furnishings.
- \*(16) Maintain positive effective working relationships with District / school personnel and co-workers.
- \*(17) Maintain confidentiality.
- \*(18) Use positive and effective interpersonal communication skills.
- \*(19) Keep supervisor informed of potential problems and unusual events.
- \*(20) Participate in training to update and increase skills.
- \*(21) Submit accurate reports in a timely manner and maintain all appropriate records.
- \*(22) Demonstrate support for school or department and District goals and priorities.
- (23) 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