



BUYER

Position Summary

The primary purpose of this position is to conduct and coordinate the purchasing of materials, supplies, and services needed by the District. With focus on technical aspects of public purchasing, this position will provide guidance, including product specification, for implementing and maintaining the integrity of the bidding requirements in compliance with public policies, and the analysis of product, price, quality and quantity. Additionally, this position will support district compliance with public purchasing policies and procedures.

Supervisory Relationship

This position reports to the District Support Services Manager. May exercise leadership within purchasing and other associated work units. Position also includes coordination of purchasing tasks with those of the receiving and storage (warehousing) work unit.

Essential Functions

(Examples of duties are for illustrative purposes and are not to be construed as all-inclusive or exclusive.)

1. Order, purchase and receive supplies, materials, equipment and services from a variety of sources and vendors.
2. Solicits price quotations from vendors for best prices and quality.
3. Prepare and assist users in the preparation of bid specifications, contracts, and public invitations.
4. Announce and conduct bid openings; evaluate bids and proposals for adherence to bid specifications.
5. Negotiate and recommend purchases based on evaluation of comparative costs, quality of product or services, quantity, availability, terms and conditions of purchases, and vendor performance.
6. Process requisitions, purchase orders and invoices to insure timely and efficient flow of goods and services.
7. Use systematic inventory controls to maintain and update purchasing and inventory controls.
8. Contribute to the development of an effective and efficient procurement, receiving/storage, and distribution system by collaborating with the supervisor, warehouse operations, and users. May be assigned research tasks in improving the procurement/distribution system and resolving problems.
9. Process and maintain accurate records, documents, and contracts pertaining to bidding process and the purchase of goods and services.
10. Develop and implement on-going training and communications with school and department staff, specifically in areas where decentralized purchases are made.
11. May provide technical supervision over other clerical staff, and provide leadership on a project basis.

12. Provides training for school and department staff when necessary. Provides Research products and maintain effective relationships with vendors.
13. Support District users of goods and services and assist users in specifying product needs. Maintain appropriate records.
14. Maintains regular and prompt attendance.
15. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of methods, principles and practices of purchasing materials, supplies, equipment and services.
2. Knowledge of bidding and acquisition processes and the application and interpretation of legal requirements.
3. Knowledge of inventory control systems, bookkeeping practices and the receipt of materials, supplies and equipment.
4. Knowledge of automated procurement systems and ability to use electronic equipment and modern office procedures. Ability to type and perform data entry.
5. Knowledge and skill required in writing technical bid specifications in conjunction with user requisitions.
Knowledge of evaluative processes used in determining comparative costs and quality. Ability to plan, organize and conduct buying activities involving a variety of goods and services from numerous sources and vendors.
6. Interpersonal communication and negotiation skills. Ability to establish and maintain effective working relationships with those contacted in the course of work.
7. Ability to work in a team environment with shared job responsibilities.
8. Ability to analyze and evaluate received goods to determine whether specifications have been met.
9. Ability to compile, analyze, and prepare reports from purchasing and inventory data.
10. Ability to communicate and exchange accurate information to district staff and vendors.

Minimum Qualifications

- Education or training equivalent to an Associate degree from a two year college in business, accounting or related field **AND**
- Three years of progressively responsible experience in purchasing, preferably in the public sector.
- Any equivalent combination of experience including training and/or education may be approved by Human Resources.
- Certification in state procurement, such as Oregon Procurement Basic Certification, preferred.

Work Environment

- Work will be completed in office setting primarily with occasional movement through office to access materials and office machinery.
- Constant operation of computer and other office machinery such as calculator, copy machine and printer.

- Must be able to remain in a stationary position for up to four hours at a time, may occasionally move objects up to 50 lbs across office area

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 18 -
Approved by	Cydney Vandercar Asst. Superintendent for Administrative Services
Last revised	April 26, 2018