

## Union Public Schools Job Description

**Position Title:** Buyer  
**Department:** Support Services  
**Supervisor:** Director of Purchasing & Supply Management

**FLSA Designation:** Exempt

**SUMMARY:** Assists the Director of Purchasing & Supply Management in all aspects of the purchasing function including, but not limited to, tactical purchasing; preparation, issuance, analysis and evaluation of bid solicitations, including the solicitations for the procurement of materials of a technical nature; placing and tracking orders; warehouse inventory analysis and sourcing; and assist with the sourcing, administration and performance evaluation of supply contracts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Partners with the Technology Department to develop and execute competitive solicitations as required
- Reviews, approves, releases and tracks Technology equipment orders
- Develops and issues sourcing documents for the competitive solicitation, evaluation and procurement of technology equipment, supplies, materials, furniture and equipment on a District wide basis.
- Works with user departments in developing the specifications and requirements for competitive solicitations
- Reviews, approves and tracks orders placed against blanket purchase orders.
- Establishes and maintains a positive relationship with school personnel and assist them in the procurement of supplies and materials on a daily basis.
- Maintains vendor database and bidder's lists
- Assists the Director in ensuring supplier compliance to contracts and District requirements.
- Assists with receiving and inventory control in the warehouse as required by the Director of Purchasing
- Works with suppliers and district personnel to provide the schools with online catalogs, literature and pricing
- Learns and remains current in governmental and public school procurement regulations, policy and practices.
- Assists the Director in the implementation and management of a P-card program
- Expedites orders as required.
- Manages the procurement and tracking of the District copier program
- Assists the Director in special procurement projects.
- Works cooperatively with other departments in completing the purchasing process.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more employees full-time employees.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Business, Accounting or Supply Management from accredited college or university preferred. Knowledge and expertise in working with technology-related equipment required. Knowledge and experience in governmental purchasing and buying practices preferred. Advanced Excel and Access competency required. Two (2) years buying experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** C.P.M. or CPPB preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Must have strong communication, interpersonal, organizational and computer skills. Ability to develop effective working relationships with staff, vendors, and the school community. Ability to communicate clearly and concisely. Experience in management of multiple, simultaneous tasks under time and accuracy constraints. Ability to perform the functions of the position with minimal supervision and remain self motivated. Ability to communicate tactfully, effectively, and positively with District personnel. Strong analytical skills.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work in an office environment; sustained posture in a seated position for long periods of time. Overtime required during critical peak times. The noise level in the work environment is usually quiet.