

TITLE: BUYER I

QUALIFICATIONS:

1. Knowledge of purchasing procedures
2. Knowledge of technical aspects of researching, comparing and purchasing supplies, materials and equipment
3. Knowledge of record-keeping and report preparation techniques
4. Ability to perform technical duties in the purchase of supplies, equipment and services
5. Ability to explain and apply policies, practices and terminology used in purchasing supplies and materials for a school district
6. Ability to work independently with little direction
7. Ability to supervise work of others

REPORTS TO: Administrator as Assigned

JOB GOALS: To provide professional services which will contribute to effectiveness of department and services it renders

PERFORMANCE RESPONSIBILITIES:

1. Perform technical duties in the purchase of District supplies, equipment and services; review and process requisitions in accordance with District policies and procedures; expedite orders and special services
2. Review requisitions and purchase orders for compliance with established standards and regulation; obtain necessary information from District personnel to complete documentation
3. Contact vendors regarding prices, quotations, detailed specifications and shipping and delivery information; interview vendors regarding new merchandise; determine new sources of supply, update and maintain vendor lists and files
4. Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate
5. May supervise work of other employees as assigned
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 24

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable