

**TITLE:** BUYER II

**QUALIFICATIONS:**

1. Knowledge of purchasing procedures and bid specification preparation
2. Knowledge of technical aspects of researching, comparing and purchasing supplies, contracts, 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 communicate effectively both orally and in writing
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. Prepare and process of bid specifications and contracts; receive bids and price quotes and evaluate according to established criteria, record bid events and verify vendor compliance with bid requirements and restrictions
3. Monitor leases, contracts and licenses for renewal or expiration, renew as appropriate
4. Review requisitions, purchase orders and bids for conformance and compliance with established standards and regulation; obtain necessary information from District personnel to complete documentation
5. 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
6. Negotiate price, specifications, conditions of delivery and other related issues as necessary or appropriate
7. Supervises work of other employees assigned to unit
8. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 26

**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