

# **DOUGLAS COUNTY SCHOOL DISTRICT**

## **Position Title: Buyer**

Reports to: Asst. Director of Purchasing and & Contracting

### **POSITION SUMMARY**

Serves as a District agent in business transactions to ensure a best value is obtained for the procurement of commodities and services necessary for school district operations.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- D 50% Coordinates and acts on requests for the purchase of supplies and equipment from District constituents through competitive bids, Requests for Proposals, & informal quotations, ensuring standard purchasing practices are followed.
- D 5% Receives, compiles, awards bids/contracts.
- D 10% Provides contract administration to ensure quality and service standards are being met, including correspondence to suppliers and/or participation in supplier meetings, while maintaining positive business relationships.
- D 5% Researches competitive purchasing and cost saving opportunities through internal and external purchasing activities, including comparative pricing and quotations.
- W 10% Monitor quantity/quality of commodities purchased, as well as payments on outstanding orders.
- W 5% Arrange for disposition of obsolete supplies and equipment.
- D 5% Maintain vendor/commodities registers, bidders lists, and other purchasing documentation.
- 5% Performs other related duties as assigned or requested.

### **MINIMUM EDUCATION OR FORMAL TRAINING**

Bachelor's Degree in Business with emphasis in Purchasing, Finance, Material Management, or equivalent experience and/or advanced training.

### **MINIMUM EXPERIENCE**

Two years experience in purchasing, preferably in education or public sectors. Moderate experience with automated purchasing systems.

## **SKILL REQUIREMENTS**

Computer applications (Microsoft Office)  
Basic accounting skills.  
Customer Service skills.  
Excellent oral and written communication skills.  
Problem solving, organizational, & analytical skills.

## **GENERAL EXPECTATIONS**

Is flexible.  
Has the ability to work cooperatively with supervisors and co-workers.  
Has the ability to understand and follow complex oral and written instructions.  
Has the ability to perform responsibilities without the necessity of close supervision.  
Has the ability to effectively communicate with the school district community.  
Maintains a generally positive attitude.  
Observes all District policies and procedures.

## **LICENSES OR CERTIFICATION**

◆ **CPPB, CPPO, or CPM, acquired within 1 year of hire.**

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Occasional lifting five (5) to forty (40) pounds.  
Occasional bending, stooping, walking, standing, kneeling, squatting, reaching, and sitting.

**SUPERVISORY DUTIES – None.**

**WAGE SCHEDULE – Prof/Tech Range 1**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.