



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Buyer**

Position Type: Classified	Department: Purchasing Services
Salary Schedule: Classified	Reports to: Purchasing Services Director
Salary Range: 28	
Term of Employment: 12 months	Date: June 29, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Performs responsible duties and tasks relating to the acquisition of all materials, supplies, and services.

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Reviews and approves requisitions for purchase orders.
- Evaluates documentation for the purpose of ensuring purchasing procurement compliance in the acquisition of supplies, equipment, and services. Recommends method of procurement; such as, direct purchase, quote, bid/proposal cooperative, or sole source purchase.
- Completes and documents due diligence review of cooperative purchase contracts.
- Completes and documents results of search for additional vendors when sole source purchase is requested.
- Prepares, opens, reviews, and evaluates invitations for bids, quotes and/or proposals as directed in accordance with state and federal laws and district policies/procedures. Prepares contract award recommendations based on best value to the district.
- Confers with vendors to obtain product or service information; such as, price, availability, and delivery schedule.

- Attends meetings both inside and outside the district relating to Purchasing and/or as requested by the Director.
- Researches new products and suppliers. Selects products for purchase by testing, observing, or examining items. Estimates best value to the district.
- Negotiates contracts within budgetary limitations and scope of authority.
- Maintains hard copy and computerized files of procurement records; such as, items or services purchased, method of acquisition, quotes, bids/proposals, costs, delivery, product quality or performance, life cycle and warranty information.
- Monitors contracts to ensure ongoing availability of goods and services and adherence to contract terms and conditions.
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and takes corrective action.
- Expedites delivery of goods to users.
- Provides problem-solving services to district/school personnel and vendors relating to acquisition of materials and services.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.

- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three years related experience and/or training.
- Equivalent combination of education and experience.
- Experience with state purchasing rules and regulations for schools preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.