

**TITLE:** Junior Buyer

- QUALIFICATIONS:**
1. Combination of education and/or experience equal to an Associate Degree in Business Administration from an approved college or university.
  2. Four years experience in a responsible capacity involving large scale purchasing.
  3. Knowledge of purchasing methods and procedures.
  4. Knowledge of purchasing laws, regulations and ethics.
  5. Knowledge of market factors such as availability, sources of supply, trends, pricing structures, grades and qualities and the ability to apply this knowledge to make effective purchases.
  6. Ability to function in a computerized purchasing and warehousing environment, including the use of word processing software.
  7. Ability to work cooperatively in completing assigned projects.
  8. Ability to communicate clearly and concisely, both orally and in written form.
  9. Ability to establish and maintain effective working relationships with employees, administrators, school/department representatives, vendors and the general public.
  10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Assistant Director - Purchasing Department

**JOB GOAL:** To ensure that each school and department in the District derives maximum benefit from the expenditure of allocations set by the Board for the acquisition of equipment, materials, supplies and services. To obtain these items in a timely fashion, at the lowest possible cost, in suitable levels of quality, in appropriate quantities and in compliance with Board policies.

**ESSENTIAL FUNCTIONS:**

1. Reviews specifications for completeness and competitiveness; obtains competitive quotations/basic bids.
2. Researches equipment, materials, supplies and services, and develops appropriate specifications that will produce the item(s) acceptable for a particular function or purpose.
3. Analyzes quotation/bid responses to determine the lowest responsive and responsible quoter/bidder.
4. Analyzes user's requirements to determine the feasibility and applicability of purchasing off of other governmental agencies' existing contracts.
5. Maintains a current catalog reference library.

6. Maintains a current vendor file.
7. Maintains bid/quote and tabulation reference files.
8. Arranges and participates in pre-bid conferences with all parties involved and assists in the resolution of any issues that may arise.
9. Assists in the public opening of bid and quote returns.
10. Assists in the tabulation of bid and quote returns. Studies, evaluates, consults with requisitioners and makes recommendations.
11. Assists in preparation of bid documents for presentation to the Board for approval of recommended items.
12. Interviews sales representatives.
13. Confers with school/department personnel on their requirements and advises of new items available.
14. Advises school/department personnel regarding Board purchasing policies and procedures.
15. Creates and maintains good public relations.

**OTHER RESPONSIBILITIES:**

1. Delegates tasks to Buyer's Assistants in the process of preparing, distributing, tabulating and posting bid documents.
2. Assists with purchase order status inquiries, change notices, price changes, billing errors, expediting deliveries, etc.
3. Acts as a liaison for schools, departments and vendors.
4. Performs such related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**PHYSICAL REQUIREMENTS:**

1. Position requires sitting in one position for prolonged periods of time.
2. Position requires the ability to sit and view VDT screens or other monitoring devices for prolonged periods of time.

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**ASSESSMENT:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessment of supervisory/technical personnel.

Adopted: 11-17-98