

THE SCHOOL BOARD OF MANATEE COUNTY

Local Title: BUYER

State Title: Purchasing Agent

JOB DESCRIPTION

JOB GOAL:

To procure goods and services of the proper quality and best value, meeting the needs of the District. To provide responsible performance in buying goods and services, negotiating contracts and the training of subordinates, while contributing to the success of the Purchasing Function.

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Certified Professional Public Buyer (C.P.P.B.) certification or equivalent preferred.
3. Minimum of five (5) years of successful experience on a buyer level.
4. Comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the application of modern purchasing techniques and demonstrated ability to plan, organize and prioritize activities. Knowledge of and ability to apply appropriate State Statutes and School Board rules and local policies regarding purchasing practices. Knowledge of the information and materials relative to sources of supply. Knowledge of the needs of the school system in the specific categories of materials and services. Ability to establish and maintain successful working relationships with employees, departments and vendors. Ability to plan, organize and prioritize activities and to take initiative to manage projects with minimal supervision. Ability to analyze, interpret and use data in decision-making. Ability to exercise sound judgment in making decisions in accordance with prescribed policies. Computer literate in the Microsoft Office Suite and mainframe based Purchasing software. Ability to be flexible and conduct business under stressful conditions. Ability to communicate effectively both orally and in writing, to compose correspondence and prepare reports in an articulate manner. Understand and practice the proper handling of sensitive information. Knowledge of clerical procedures related to the purchasing function

REPORTS TO:

Purchasing Director

SUPERVISES:

Associate Buyer

PERFORMANCE RESPONSIBILITIES:

1. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
2. In areas of responsibility, negotiate and write contracts for approval of Director.
3. Manage the bid process, consisting of: developing and distributing bid offerings, conducting bid, quote and proposal openings, coordinating and leading the tabulation and evaluation of bids, quotes and proposals.
4. Develop or assist in developing specifications to assure customer quality and satisfaction, and maintain files of approved standards and specifications in areas of responsibility.
5. Develop and maintain catalogs of equipment and supplies and assist in the determination of countywide needs for specific categories of materials and services.
6. Maintain a library for use in rating purchase orders and bids and in preparing specifications.
7. Assist district personnel in effectively accomplishing on-line ordering.
8. Assure proper communication with district personnel and suppliers regarding placement of orders and resolving discrepancies with existing orders.
9. Respond to inquiries and concerns in a timely manner.
10. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
11. Stay informed and disseminate information about current research, trends and best practices in areas of

responsibility.

12. Keep supervisor informed of potential problems or unusual events.
13. Provide assistance in the development of annual goals and objectives for the department.
14. Mentor Purchasing personnel as assigned, as well as, supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
15. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
16. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate actions.
17. Review and approve the preparation of purchase orders and store room requisitions related to categories of materials and services.
18. Assure the satisfactory receipt of materials or services through supervision of expediting, follow-up and delivery of materials and services.
19. Supervise the documentation of evidence needed for accounting purposes.
20. Provide on-line purchase order approvals.
21. Meet with suppliers to obtain updated information, discuss current problems and future releases, and visit sites as required.
22. Assist with the ongoing implementation and improvement of purchasing software systems.
23. Evaluate products for use within the District.
24. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved:

Revised:

07/08/2002
12/13/2004
04/24/2006
05/14/2007
06/12/2018

SALARY SCHEDULE: SAMP

PAY GRADE: D05

SHORT TITLE: SUP056

STATE JOB CODE: 77637