

**SCHOOL DISTRICT OF SARASOTA COUNTY  
JOB DESCRIPTION**

**WAREHOUSE BUYER**

**SALARY SCHEDULE: SSP-12**

**COST CENTER: MATERIALS MANAGEMENT SERVICES**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in centralized purchasing and warehousing operations utilizing a computerized perpetual inventory, preferred.
- (3) Must receive a minimum score of 90% on the Microsoft Word test; 65% on the Excel test, must successfully complete testing within 6 months of employment.
- (4) Eligible to obtain Certified Professional Public Buyer Certification per Universal Public Procurement Certification Council guidelines.
- (5) Minimum of three (3) years' experience as a buyer within a governmental agency, preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Positive interpersonal skills. Highly refined technical skills in both software and hardware. Understand bidding and procurement practices. Thorough knowledge of warehouse ordering practices and procedures. Knowledge of inventory practices and procedures. Thorough knowledge of purchasing terminology, procedures and policies. Thorough knowledge of public purchasing methods and procedures, knowledge of shipping and receiving regulations and knowledge of grades, quantities, price trends, supply sources and marketing conditions. Ability to manage time and stress effectively. Ability to communicate effectively, both orally and in writing. Flexibility to work across department lines. Ability to estimate quantities for purchase based on historical records. Experience in writing specifications for procurement of equipment and supplies. Ability to use Business Math and English.

**REPORTS TO:**

Purchasing and Fixed Assets Manager  
Senior Buyer

**JOB GOAL**

To assist the Director with the preparation of solicitation invitations, analysis of solicitations, and review of purchase requisitions. To oversee the daily operation of the Purchasing Warehouse.

**SUPERVISES:**

Warehousemen / Delivery Clerks  
Inventory Control Technician

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Prioritize traffic flow of incoming and outgoing merchandise.
- \* (2) Manage delivery schedule and ordering options available to schools and departments.
- \* (3) Receive Warehouse requisitions and generate computer "pick ticket" to pull orders.
- \* (4) Assist in pulling orders when needed.
- \* (5) Schedule records pickups as requested from Record Retention.
- \* (6) Perform periodic review and training for delivery clerks on record handling procedures.
- \* (7) Schedule pick up of surplus as requested by Fixed Assets
- \* (8) Prepare all types of formal and informal solicitations and associated advertisements
- \* (9) Provide specifications for solicitations for items to be purchased.

**School Board Approved – September 4, 2001 – Revised – December 11, 2001 – Revised January 5, 2010 – Revised April 27, 2020 – Revised July 14, 2020 – Revised October 29, 2020 – Revised February 25, 2021 – Revised May 13, 2021**

## **WAREHOUSE BUYER (Continued)**

- \* (10) Utilize the State Contract prices for supplies and equipment purchases to the economic advantage of the School Board.
- \* (11) Assist in preparing School Board agenda items.
- \* (12) Meet and confer with department representatives regarding the preparation of solicitation packages, solicitation analysis, evaluation and award; review piggyback solicitation options for use and proper documentation.
- \* (13) Review educational specifications and blueprints for all new construction projects to determine furniture and equipment to be purchased.
- \* (14) Review and process purchase requisitions and ensure that all purchases are made pursuant to local, state and federal purchasing regulations and District standards.
- \* (15) Conduct training with internal and external District staff or customers on any procurement issues/needs.
- \* (16) Maintain positive effective working relationships with District / school personnel and co-workers
- \* (17) Maintain confidentiality
- \* (18) Use positive and effective interpersonal communication skills.
- \* (19) Keep supervisor informed of potential problems and unusual events.
- \* (20) Participate in training to update and increase skills.
- \* (21) Conduct oneself in accordance with National Institute of Governmental Purchasing Code of Ethics
- \* (22) Demonstrate initiative in the performance of assigned responsibilities.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain positive relationships with staff and vendors.
- \* (25) Participate in workshops and training sessions as required.
- \* (26) Communicate effectively with staff and vendors.
- \* (27) Respond to inquiries or concerns in a timely manner.
- \* (28) Follow all School Board policies, rules and regulations.
- \* (29) Exhibit interpersonal skills to work as an effective team member.
- \* (30) Demonstrate support for the School District and its goals and priorities.
- \* (31) Sustained focus and attention to detail for extended periods of time.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 20 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.

### **Job Description Supplement No. 10**

\*Essential Performance Responsibilities