

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SENIOR PURCHASING BUYER

SALARY SCHEDULE: SSP-13

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) Minimum of three (3) years public purchasing experience as a Buyer, preferred.
- (2) Must obtain Certified Professional Public Buyer Certification, upon eligibility, based on Universal Public Procurement Certification Council guidelines.
- (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) Minimum of three (3) years work-related supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public purchasing law, methods and procedures, knowledge of shipping and receiving regulations and knowledge of grades, quantities, price trends, supply sources and marketing conditions. Ability to establish and maintain effective working relationships with vendors and fellow employees. Knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Ability to express ideas effectively both orally and in writing. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public.

REPORTS TO:

Purchasing and Fixed Assets Manager

JOB GOAL

To prepare solicitation invitations, analyze solicitations, and review purchase requisitions to effectively and efficiently procure the required goods and services.

SUPERVISES:

Purchasing Buyer, Buyer Assistant

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform the more difficult purchasing tasks requiring extensive knowledge of technical and specialized commodities and services; prepare formal and informal solicitations; and analyze, evaluate and recommend awards of purchase.
- * (2) Plan, prioritize, assign, and review the work of assigned technical staff involved in procurement of a wide variety of commodities and services.
- * (3) Review aggregate District purchases; conduct product research; survey markets for best or new supply sources; evaluate markets and trends for procurement; develop and prepare commodity specifications of items to be solicited.
- * (4) Represent the Purchasing Manager as directed and in the absence of the Purchasing Manager, to assume the responsibility of the Purchasing Manager as needed.
- * (5) Develop, implement and conduct procurement training sessions.
- * (6) Provide information to vendors and contractors on the solicitation/award process, purchasing policies and all other procurement related issues.

SENIOR PURCHASING BUYER (Continued)

- * (7) Monitor ongoing vendor relations pertaining to bids; oversee the solicitation extension/re-solicitation process.
- * (8) Attend pre-solicitation conferences, openings, and tabulate solicitation responses.
- * (9) Obtain and interpret market prices and trends and apply such interpretations to procurement problems.
- * (10) Meet and confer with department representatives regarding the preparation of solicitation packages, solicitation analysis, evaluation and award.
- * (11) Assist with the review of educational specifications and plans for all new construction projects to determine furniture and equipment to be purchased.
- * (12) Oversee solicitation preparation and distribution.
- * (13) Assist with the review of purchase requisitions and ensure that all purchases are made pursuant to local, state and federal purchasing regulations.
- * (14) Assist with determining that adequate space and utilities are planned to support furniture and equipment.
- * (15) Assist District personnel in the use of procurement systems to facilitate the timely processing of purchase requests as needed.
- * (16) Conduct oneself in accordance with National Institute of Governmental Purchasing code of ethics.
- * (17) Plan specific short- and long-range commodity objectives.
- * (18) Oversee the piggyback solicitation process for District use and proper documentation.
- * (19) Maintain positive effective working relationships with District / school personnel and co-workers.
- * (20) Maintain confidentiality.
- * (21) Use positive and effective interpersonal communication skills.
- * (22) Keep supervisor informed of potential problems and unusual events.
- * (23) Participate in training to update and increase skills.
- * (24) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (25) Demonstrate support for school or department and District goals and priorities.
- * (26) Sustained focus and attention to detail for extended periods of time.
- (27) Perform other incidental 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.

Job Description Supplement No. 11

*Essential Performance Responsibilities