

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### BUYER ASSISTANT

**SALARY SCHEDULE: SSP-10**

**COST CENTER: Materials Management Department - 9033**

**QUALIFICATIONS:**

- 1) Associate of Arts Degree in a business-related field or comparable experience.
- 2) One (1) year experience in a purchasing related environment.
- 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.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of purchasing terminology, procedures, and policies. Good oral and written communication skills. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, vendors, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations.

**REPORTS TO:**

Senior Purchasing Buyer

#### JOB GOAL

To assist Buyer, Senior Buyer, Purchasing Manager, and District personnel to effectively and efficiently procure the required goods and services.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \*(1) Assist Buyer, Senior Buyer, and Purchasing Manager with the preparation of solicitations, advertisements, tabulations, and associated procurement paperwork.
- \*(2) Attend bid openings and tabulate/proofread all types of solicitations.
- \*(3) Research and obtain other entities' solicitation documents for use and assist in the preparation of related paperwork.
- \*(4) Assist in the renewal process of all types of solicitations.
- \*(5) Assist Buyer, Senior Buyer, and District personnel as required regarding furniture, fixtures, and equipment for new construction, remodeling, or replacement of existing items.
- \*(6) Input and process requisitions from inception to completion for the department and district projects as assigned.
- \*(7) Obtain and interpret market prices and trends and apply such interpretations to procurement problems.
- \*(8) Review all purchase requisitions, verify bid pricing, and revise as necessary prior to conversion to purchase orders.
- \*(9) Review competitive quotations, determine the lowest bidder that meets specifications, compile product information, review repetitive purchases and make recommendations to staff.
- \*(10) Prepare purchase requisitions as needed; prepare other procurement documents for School Board approval.
- \*(11) Communicate with vendors on pricing and solicitation issues.
- \*(12) Solicit written and telephone quotations, as needed.
- \*(13) Assist with revisions of purchase orders, cancellations, and changes.

## **BUYER ASSISTANT (Continued)**

- \* (14) Inform District school and department bookkeepers of all changes affecting the processing of requisitions via e-mail and/or direct contact.
- \* (15) Assist District bookkeepers and department employees, as needed, in problem-solving activities.
- \* (16) Model and maintain high ethical standards.
- \* (17) Follow attendance, punctuality, and proper dress rules.
- \* (18) Maintain confidentiality.
- \* (19) Maintain positive relationships with co-workers, school and department personnel, and administrators.
- \* (20) Participate in workshops and training sessions as required.
- \* (21) Communicate effectively with the public, co-workers, and administrators.
- \* (22) Respond to inquiries and concerns in a timely manner.
- \* (23) Keep supervisor informed of potential problems or unusual events.
- \* (24) Prepare all required reports and maintain all appropriate records.
- \* (25) Follow all School Board policies and department procedures.
- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Demonstrate support for the School District and its goals and priorities.
- \* (28) Have sustained focus and attention to detail for extended periods of time.
- (29) 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. 05**

\*Essential Performance Responsibilities