



## HUMBLE INDEPENDENT SCHOOL DISTRICT

### Job Description

**Purchasing Buyer**

Page 1 of 3

<b>Reports to:</b>	<b>Assistant Director of Purchasing</b>
<b>School/Department:</b>	<b>Financial Services Division – Purchasing</b>
<b>Pay Grade:</b>	<b>Office Professional Pay Grade 8 226 Days</b>
<b>Wage/hour status:</b>	<b>Non-Exempt</b>
<b>Created/revised:</b>	<b>March 2016</b>

#### **Primary Purpose:**

Provide office professional support necessary to procure and purchase goods, materials, supplies and equipment in assigned commodity areas; source and obtain quotes, perform the complex and technical functions of the buying process.

#### **Qualifications:**

##### **Education/Certification:**

- High school diploma or GED
- Fifteen (15) hours of college business coursework or comparable from an accredited college or university recognized by the US Department of Education. Bachelor's degree preferred.

##### **Special Knowledge/Skills:**

- Knowledge of federal, state, and local procurement and competitive bidding law and procedures
- Knowledge of methods, terminology, and techniques of specification development, purchasing services, good, supplies, materials and equipment for an educational agency
- Knowledge of NIGP commodity code structure
- Knowledge of sourcing of commodities, supplies, and marketing trends
- Knowledge of basic principles of contract law
- Knowledge of educational or governmental bookkeeping and purchasing practices and procedures
- Skill in interpreting and applying the application of law, regulations, and procedures pertaining to the purchasing records and items
- Skill in analyzing purchasing activities and applying appropriate resolution to problem situations
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems
- Skill in organizing, coordinating, and filing materials utilized in the purchasing function
- Skill in mathematical calculations, data entry, and ten key calculator
- Skill in detailed numeric/clerical work and processing high volume transactions
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials and employees, co-workers, vendors, and outside organizations.

##### **Experience:**

- Minimum two years of procurement experience required with a school district or closely related industry preferred.
- E-procurement experience preferred.



## HUMBLE INDEPENDENT SCHOOL DISTRICT

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Page 2 of 3

#### **Major Responsibilities and Duties:**

##### **Purchasing/Office Professional Support**

1. Purchase of goods, materials, supplies and equipment within specific commodity areas, utilizing predetermined specifications.
2. Schedule, organize and coordinate or assist in the scheduling, organizing, coordinating and preparation of bid documents ( i.e. RFP, RFQ, CSP), bid openings, bid acceptance and board agenda items.
3. Review requisitions and obtain vendor and manufacture representative information relative to price, product quality, and service and delivery times.
4. Compare and analyze quotes and bids, and recommend best value product and service awards
5. Write clear bid specifications and analyze vendor bids
6. Confer with supplier representative to ensure full understanding of bid requirements and to keep familiar with new or revised products, price changes, or other information that could materially affect the purchasing of items.
7. Conduct necessary follow-up activities to finalize purchase order transactions
8. Establish and maintain a variety of records/reports in order to evaluate new and alternative commodity source of supplies
9. Provide follow-up investigations of vendor complaints and makes appropriate recommendations
10. Follow complex electronic filing system of a bid/contract related documentation
11. Utilize personal computer and software to track trends and develop bid tabulations and reports
12. Research and compile important data to address market trend issues associated with various commodities or services.
13. Assist campus and department personnel with the processing procedures of purchase orders.
14. Provide appropriate administrators with bid packets for review/selection, process final settlements to include assisting with bid awards.
15. Provide advice to departments on available merchandise, equipment, specifications, complaints and special problems pertaining to procurement.

##### **Communication**

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations
2. Provide outstanding customer service
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, vendors, and outside agencies and organizations

##### **Other**

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Financial Services Division.
2. Attend meetings as required
3. Maintain an organized work environment
4. Maintain a professional appearance
5. Adaptable to new procedures and changes
6. Perform other duties as assigned



## HUMBLE INDEPENDENT SCHOOL DISTRICT Job Description

**Purchasing Buyer**  
Page 3 of 3

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### **Supervisory Responsibilities:**

1. None.

### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress

Occasional prolonged and irregular work hours

Occasional travel outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computer with repetitive hand motions

Office is comprised of open cubicles and may provide frequent interruptions

Frequent contact with community and/or other district/campus employees

Daily attendance and punctuality are essential functions of the job

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_