



Job Title: Buyer

Exemption Status: Non-Exempt

Reports to: Assistant Director of Purchasing

Date Revised: October 2025

Dept./School: Purchasing

Pay Grade: P19

Primary Purpose:

Purchase materials and equipment for the district in accordance with established district criteria and state purchasing rules, including competitive bidding, informal quotations, and negotiations.

Qualifications:

Education/Certification:

- High school diploma or equivalent

Experience:

- Minimum of two (2) years of retail purchasing experience
- Experience in governmental purchasing preferred

Special Knowledge and Skills:

- Knowledge of procedures for purchasing and invoicing supplies and equipment
- Ability to work with numbers in an accurate and rapid manner
- Knowledge of formal bid procedures
- Ability to write clear bid specifications, test materials, and evaluations, and analyze vendor bids
- Proficient in keyboarding and file maintenance
- Ability to deal effectively with vendor representatives
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Prepare bid specifications for items to be purchased and prepare bidding documents, including notice and instructions to bidders, specifications, and proposal form.
2. Analyze bid quotations and provide recommendations for awarding contracts.
3. Work with supplier representatives to ensure a comprehensive understanding of bid requirements and maintain awareness of product changes, price changes, or other information that could materially impact the purchasing of items.
4. Work with vendors regarding supply and equipment availability, invoices, purchase orders, and contracts.
5. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
6. Suppliers offer test supplies and equipment.

Clerical

7. Prepare and maintain vendor and bidder lists.
8. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations.
9. Compile, maintain, and file all reports, records, and other documents as required.



Other

10. Follow district safety protocols and emergency procedures.
11. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher; and radio communication equipment.

Posture: Ability to sit for prolonged periods; occasional bending/stooping; pushing/pulling; and twisting.

Motion: Prolonged sitting and reaching; repetitive hand and arm motions.

Lifting: Occasional light lifting and carrying (less than 15 pounds).

Environment: Frequent, prolonged, and irregular hours; rotate early and late shift work as assigned; work outside and inside with moderate exposure to extreme temperatures and weather conditions.

Mental Demands: Maintain emotional control under stress; work with frequent interruptions.

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____