



SENIOR BUYER - BOND/CAPITAL PROJECTS

Rev. Dec 2025

Job No.: 3116

Reports to: Coordinator, Facilities

Dept./Campus: Facilities & Operations

FLSA Status: Exempt

Pay Grade: 301

Term: 226 Days

PRIMARY PURPOSE:

To manage the procurement, coordination, configuration, and delivery of bond-funded furniture, fixtures, equipment, and related supplies for District Capital Improvement projects, ensuring learning environments are ready on time, meet safety and accessibility requirements, and support student instructional learning.

MAJOR RESPONSIBILITIES AND DUTIES

- Facilitate furniture standards for new construction and revisions for campuses and departments, including providing guidance to campus and department administration on approved products and layouts.
- Oversee the layout of furniture for each space, ensuring that all furniture will fit while maintaining safe egress paths and meeting accessibility (ADA) standards.
- Follow district purchasing processes to identify vendor products for each space, request and prepare quotes and pricing, and order furniture, template items, supplies, and equipment for bond projects.
- Coordinate with construction project managers, campus administrators, vendors, and installer vendors on delivery, staging, assembly, placement, punch-list items, and project closeout for furniture and related items, including providing inventories, verifying that all items are received, checking for damages or defects, and updating project databases.
- Maintain project databases (Microsoft Office Access), including data entry of items, purchase order information, and items received, and create and maintain related queries and reports used to manage projects, support audits, and respond to public information requests.
- Read blueprints and use appropriate software to mark up prints in laying out furniture and communicating space needs, changes, and constraints with construction project managers, campus principals, and furniture vendors.
- Act as liaison between vendors and District staff, facilitating product and pricing information exchange, monitoring contractor and vendor performance, mediating dispute resolution, and providing feedback on quality, delivery, and service.
- Review purchase requisitions to ensure requirements for processing are met before a purchase order is issued and assist with tracking inventories and disposition of surplus furniture and equipment related to bond projects, as assigned.
- Proactively participate in long-term planning and recommend plans, policies, and procedural changes for the functional area related to furniture standards, purchasing practices, and bond-funded FF&E.
- Provide excellent customer service to campuses, departments, and vendors, including responding to calls and emails within one business day, and attend and participate in meetings with staff, suppliers, and stakeholders as needed.
- Maintain confidentiality of information, demonstrate regular and prompt attendance, and perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED.
- Associate degree in purchasing, business administration, or related field preferred.
- Experience in purchasing/buying.
- Experience with MS Access, MS Excel, Google tools preferred.

Knowledge/Skills/Abilities:

- Knowledge of acceptable public-sector purchasing laws, rules, and regulations, and of purchasing tools and techniques, preferred.
- Exercises independent judgment and professional discretion in administering, advising, planning, and coordinating assignments.
- Skill in reading blueprints and using appropriate software to mark up prints in laying out furniture and communicating with construction project managers, campus principals, and furniture vendors.
- Skill in operating standard PC software applications (word processing, spreadsheets, databases), including MS Access, MS Excel, and Google tools; skill in written and oral communication, including writing bid specifications and reports; contract negotiation; and evaluating and comparing product specifications and cost elements.
- Ability to manage large projects, work cross-functionally, and prioritize and manage multiple concurrent projects and deadlines.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to compute, analyze, and interpret numerical data for reporting purposes.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on a short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional lifting and carrying (less than 25 pounds).
- May work prolonged or irregular hours. Hours may vary based on time of year and project; high probability of after-hours and weekend work.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.