

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**BUYER**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Knowledge of computers and computer software.
- (3) Five (5) years experience with purchasing or two (2) years experience in public school warehouse system.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of business English, punctuation and spelling. Knowledge of modern office practices, procedures and equipment. Knowledge of a variety of commodities, materials and supplies. Knowledge of a variety of commodities, materials and supplies. Knowledge of moderate to large scale purchasing methods and procedures in a variety of areas and of the laws, rules and regulations in effect governing the purchase of commodities and services. Computer proficiency in a variety of software packages. Ability to communicate effectively using oral and writer skills. Ability to meet and deal with a variety of different types of persons and maintain cooperative relationships. Ability to pay accurate attention to detail. Ability to display resourcefulness and initiative. Knowledge of governmental purchasing. Ability to use a personal computer efficiently in the execution of duties.

**REPORTS TO:**

Assigned Administrator

**JOB GOAL**

To perform purchasing duties within the framework of established policies and procedures.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Prepare and distribute formal bid documents that include preparing and assembling bid packages, and mailing and distributing bid invitations to vendors.
- \* (2) Prepare spreadsheet for tabulation of warehouse stock bids received and assist bid openings. Order warehouse stock and post additions to warehouse inventory. Process invoices and correspondence with regards to warehouse stock.
- (3) Review bids for responsiveness and compliance with purchase descriptions, specifications, delivery, performance, requirements and special terms and conditions.
- (4) Ensure that solicitations for bids are synopsisized and publicized by posting and advertising in public places.
- \* (5) Obtain and record oral and written quotations for items/services under the formal bid threshold and tabulate, analyze and make recommendation to the Director of Purchasing.
- (6) Review prices on existing state contracts, county contracts and other cooperative bids.
- (7) Ensure that purchase methods meet the intent of local regulations.
- (8) Meet with vendor representatives to determine the nature of their business and assist them in being on bidder/vendor list.
- \* (9) Complete certificate of exemption request from vendors.
- \* (10) Complete credit reference from vendors.
- (11) Research and analyze the validity of single source or sole source request.
- (12) Research product information and pricing.
- (13) Assist schools/departments in planning, coordination and directing their purchasing activities.
- (14) Assist receptionist and answer telephone.
- (15) Prepare routine memorandums, reports and correspondence.
- \* (16) Maintain subsidiary records of purchase for textbooks.
- \* (17) Prepares direct purchase orders for textbooks.
- \* (18) Review, reconcile and process invoices related to textbook acquisitions.
- \* (19) Maintain complete catalog of all county and state adopted textbooks.\*
- \* (20) Coordinate adoption of new material each year. Which involves contacting and scheduling adoptions.
- \* (21) Process capital property information as it is received from the warehouse or the Director of Purchasing.

**Buyer (continued)**

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- \*(22) Enter data for the specified items into the fixed assets system.
- \*(23) Reconcile reports generated to the information in the fixed assets system.
- (24) Maintain payroll and attendance records for Purchasing and Warehouse.
- (25) Maintain Worker's Compensation records for Purchasing and Warehouse.
- (26) Perform all other duties assigned.

**PHYSICAL REQUIREMENTS:**

Light to Medium Work: Exerting up to 40 pounds of force occasionally and/or up to 40 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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 4**

**SALARY LOCATOR: Classified Personnel Salary Schedule**