



REVISED:  
01/07/2015

JOB TITLE:	BUYER
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8628
BARGAINING UNIT:	CLAA

**SCOPE OF RESPONSIBILITIES**

Procures materials, equipment and services for the district at the lowest cost consistent with the quality and service required. Maintains standards of quality in products and service consistent with their use. Avoids duplication, waste and obsolescence of materials and equipment by keeping pace with the markets. Stays informed concerning legal requirements of purchasing for school districts, including such federal, state, county and city laws, regulations and ordinances as may apply, including Model Procurement Statutes.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Purchases supplies, services, and equipment with consideration given to quality, price and delivery for designated areas
- Maintains the highest ethical business practices and standards of conduct
- Assists with the preparation of bids and quotations for supplies, services, and equipment requested
- Obtains pricing information, either estimated or actual, for budgetary planning purposes
- Assists the user to ensure that all products purchased meet all codes, regulations and standards required by law
- Furnishes advice to the user concerning purchasing regulations, sources of materials, and quality of vendor performance
- Assists with the research and preparation of requisitions for the on-line purchase system
- Ensures that all purchases comply with Model Procurement Regulations of Kentucky and all other state, federal, local laws, regulations, and ordinances
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Three (3) years purchasing experience
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- College degree or extensive work experience in the procurement field
- Experience with computers and computerized procurement systems