



REVISED: 07/01/2019
Submitted: 06/11/2019

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

Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

Experience in a diverse workplace

