

# BREVARD PUBLIC SCHOOLS

## JOB DESCRIPTION

### Buyer

#### QUALIFICATIONS

- High school diploma or equivalent or special diploma required, Associate's Degree in Business preferred, or
- Minimum of three years successful purchasing experience, preferably with a School Board.
- Three years experience in computer applications and technology as related to specific job functions. Successful completion of a sample test is required prior to employment.
- Three years experience with computerized inventory system.
- Valid Florida Driver License.

**Reports to:** Director – Purchasing  
& Warehouse  
Operations

**Supervisor's  
Superior:** Associate  
Superintendent -  
Financial Services

**Supervises:** N/A

### Job Goal

Develop and update sources of supply and coordinate bidding processes in compliance with all federal, state and district purchasing laws and rules.

#### KNOWLEDGE, SKILLS, & ABILITIES

Considerable knowledge of federal, state and District laws, rules and regulations governing educational purchasing operations. Responsible bookkeeping experience. Basic math skills to make mathematical calculations with speed and accuracy. Knowledge of warehousing, shipping, receiving business practices and to plan, assign and supervise the work of subordinates. Working knowledge of warehouse procedures. Knowledge of bookkeeping principles and practices and standard office procedures. Knowledge of accepted purchasing practices, principles, methods and procedures. Must be able to operate standard office equipment. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Knowledge of all school bases and support services needs. Must be able to prioritize multiple tasks. Ability to establish and maintain effective working relationships with associates, subordinates, department heads and vendors. Ability to locate sources of supplies and materials. Ability to use a personal computer to produce and retrieve data.

#### PERFORMANCE RESPONSIBILITIES:

##### ESSENTIAL FUNCTIONS

- Serve as resource consultant and materials specialist to department/school staff.
- Secure daily telephone quotes on as needed basis, sing high levels of visual and hearing acuity and clear, accurate verbal expression.
- Effectively negotiate the procurement of goods and services for requesting schools and departments.
- Determine materials and equipment to be bid and requirements for bidding in cooperation with principals and department heads.
- Preparation of all documents required for competitive bidding, including specifications, form of proposal, and notice to bidders tabulate all proposals or bids and develop recommendations for award.
- Prepare Purchase Orders for replacement orders and new orders for materials and supplies.
- Select or recommends supplies based on price or, in emergency situations, source availability.
- Secure prices from vendors and obtain written quotations when required.
- Coordinate bid recommendations and propose action to the School Board.
- Initiate and publish a listing of warehouse inventory and pricing for school and department use.
- Expedite delivery; follows up on items not received. Resolves discrepancies in deliveries and invoices.
- Coordinate of computerized perpetual inventories and the detailed records and reports.

- Authorize payment of invoices.
- Confer with vendors and attends product demonstrations.
- Drive a car to visit warehouses, departments and schools to assist in bid preparations.
- Provide outstanding customer service, and use positive interpersonal communicational skills.
- Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
- Ensure compliance with Board rules and applicable federal laws and regulations.

**PERFORMANCE RESPONSIBILITIES:**  
**OTHER DUTIES & RESPONSIBILITIES**

- Perform tasks or services consistent with the job goal of this position.

**PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)**

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently, to lift, carry, push, pull or move objects.

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Terms of Employment**

**COMPENSATION & POSITION DETAILS**

SALARY SCHEDULE: <u>Bargaining - PTH</u> PAY GRADE: <u>KK</u> PAY CODE: <u>2250</u> PAY TYPE: <u>L, O, N</u> PAY DAYS: <u>12 months</u> FLSA STATUS: <u>Non-Exempt</u> ADA CODE: <u>WC1</u>	DATE DEVELOPED: <u>December 5, 1997</u> DATES REVISED: <u>February 11, 2000; April 24, 2001; April 4, 2003</u> DATES BOARD APPROVED: <u>July 15, 2003; November 20, 2001</u> EEO-5: <u>044</u> FUNCTION: <u>Materials Management</u> Classification: <u>Hrly</u> DOE Survey Code: <u>77637</u>
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**Draft Developed By:** \_\_\_\_\_

**FOR HR USE ONLY:**

**Labor Relations Services:** *Joy Salamone* \_\_\_\_\_

**Compensation Services:** *Terrilynn Berry* \_\_\_\_\_

**Classification Approved By:** *Susan Standley* \_\_\_\_\_