

## Buyer II

### Job Description



<b>Job Title:</b>	Buyer II	<b>FSLA:</b>	Nonexempt
<b>Reports to:</b>	Purchasing Supervisor	<b>Pay Grade:</b>	Clerical/Para 4
<b>Dept./School:</b>	Business and Finance Department / Donaldson Administration Building	<b>Calendar Days:</b>	226
		<b>Revised:</b>	1.13.2025

#### Primary Purpose

The Buyer II works under close supervision to support the efficient onboarding of new vendors, bids, and contracts for the district, ensuring compliance with established purchasing procedures and all relevant policies and regulations.

#### Qualifications

##### Education/Certification:

- High School Diploma or GED

##### Special Knowledge/Skills:

- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Knowledge of purchasing procedures and best practices
- Ability to work independently and as part of a team
- Detail-oriented and accurate

##### Experience:

- 1-2 years of experience in a purchasing or clerical role

#### Major Responsibilities and Duties

##### Purchasing

1. Prepare bid specifications for items to be purchased, prepare bidding documents, including notice and instruction to bidders, specifications, and form of proposal
2. Provide requestor training and support in the procurement module; and issue purchase orders in the procurement module
3. Work with supplier representative to ensure full understanding of bid requirements and to maintain awareness of product changes, price changes, or other information that could materially affect purchasing of items.
4. Monitor competitive contract calendars; work with vendors regarding bid contracts and purchase orders and the availability of supplies, equipment and services
5. Work cooperatively with district personnel to determine specific requirements and assist in locating approved vendors for necessary goods and services

##### Clerical

6. Prepare, maintain and issue bids; assist vendors with e-sourcing module; assist with maintaining vendor setups and vendor maintenance in procurement module.
7. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer

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8. Compile, maintain, and file all reports, records, and other documents as required
9. Maintain knowledge and adhere to State, Federal and Local purchasing guidelines
10. Monitor, control and ensure compliance of purchasing policies

#### Other

11. Follow district safety protocols and emergency procedures
12. Perform any duties as assigned by administration

#### Supervisory Responsibilities

None

#### Evaluation

An evaluation shall be completed in writing at least once during the course of each school year.

#### Work Environment

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.