

Buyer IV Job Description



Job Title:	Buyer IV	FSLA:	Nonexempt
Reports to:	Purchasing Supervisor	Pay Grade:	Clerical/Para 8
Dept./School:	Business and Finance Department / Donaldson Administration Building	Calendar Days:	226
		Revised:	1.13.2025

Primary Purpose

The Buyer IV works under general 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
- Associates Degree or completion of college coursework preferred

Special Knowledge/Skills:

- Knowledge of procedures for purchasing and invoicing supplies and equipment
- Ability to work with numbers in an accurate and rapid manner
- Knowledge of formal bid procedures and public procurement methods
- Ability to write clear bid specifications, test materials, and evaluations, and analyze vendor bids
- Proficient in keyboarding; Microsoft Office programs – Word, Excel and Google docs
- Ability to deal effectively with vendor representatives
- Effective organizational, communication, and interpersonal skills

Experience:

- Minimum of three (3) years of clerical experience, preferably in public sector or school district purchasing

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. Evaluate and test supplies and equipment offered by suppliers and analyze bid quotations to make recommendations regarding awarding of contracts
4. 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
5. Monitor competitive contract calendars; work with vendors regarding bid contracts and purchase orders and the availability of supplies, equipment and services

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6. Work cooperatively with district personnel to determine specific requirements and assist in locating approved vendors for necessary goods and services

Clerical

7. Prepare, maintain and issue bids in e-sourcing model; assist vendors with e-sourcing module; maintain vendor setups and vendor maintenance in procurement module.
8. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer
9. Compile, maintain, and file all reports, records, and other documents as required
10. Resolve purchase-to-pay issues
11. Maintain knowledge and adhere to State, Federal and Local purchasing guidelines
12. Monitor, control and ensure compliance of purchasing policies

Other

13. Follow district safety protocols and emergency procedures
14. 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.