Littleton Elementary School District
Position Description

TITLE: Buyer

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To process and track purchase requisitions and other purchasing documents for the District and assure compliance with state and county regulations.

PRINCIPAL DUTIES: (essential functions)

- Processes purchase requisitions and other purchasing documents through required review and approval process, according to District policies and procedures, and state and county regulations.
- Assists in requisition processing by tracking the course and deadlines of purchasing documents; establishes and maintains files related to purchase orders and purchasing issues.
- Evaluates District Requests for Proposal (RFP) and Requests for Quotation (RFQ) for accuracy and completeness; compiles and distributes documents; assists staff in developing RFP and RFQ as requested.
- Enters requisition information, purchase codes and other data into computer system; accesses and locates information for customers, staff, authorized agencies and others.
- Researches vendor information and acquires price quotes; contacts clients and vendors to clarify requests and background information; verifies information and resolves issues as needed.
- Assists staff with purchasing issues, responds to questions and resolves purchasing issues within scope of authority; explains rules, policies, and procedures.
- Updates and tracks a variety of electronic and paper files, records, reports, budgets, and related documents; maintains District integrity by adhering to department policies and procedures; assures the accuracy of the electronic and paper filing systems.
- Reviews purchase documents for compliance to rules and regulations; determines proper handling of requisitions within designated limits.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of District policies and procedures.
Knowledge of State and Federal laws, statutes, rules and regulations governing purchasing functions.
Knowledge of County and District policies and procedures related to purchasing activities.
Knowledge of principles and practices of public sector purchasing and records management.
Knowledge of business and personal computers, and spreadsheet software applications.
Knowledge of safe work practices.

Skill in understanding and explaining purchasing standards and procedures, and applicable rules and regulations.
Skill in entering numerical and technical information into a computer system with speed and accuracy.
Skill in maintaining accurate and interrelated purchasing and technical records.
Skill in operating personal computer utilizing standard and specialized software.
Skill in establishing and maintaining effective relationships with co-workers, vendors and others.
Skill in effective communication, both verbal and written.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation**:** vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND two (2) year's purchasing work experience, preferably in the public sector; OR an equivalent combination of education and experience that provides the required knowledge and skill.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

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

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____