

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

Title Buyer, Distribution Services

Supervisor's Title Manager, Distribution Services

Date Prepared 3/99 Date Reviewed \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Employee/Incumbent Review \_\_\_\_\_ Immediate Supervisor Review \_\_\_\_\_

Dept Aprvl \_\_\_\_\_ HRM Aprvl \_\_\_\_\_ Superintendent Aprvl \_\_\_\_\_

Location \_\_\_\_\_ Lane \_\_\_\_\_

Implementation Date \_\_\_\_\_ ADA Review \_\_\_\_\_

**Job Summary**

The Buyer has the responsibility for purchasing a wide variety of supplies and equipment, arranging timely deliveries, at the best possible value to the Granite School District. The Buyer is responsible for handling the District expenditures for supplies and equipment and making the best decisions accordingly.

**Essential Functions**

1. Pre-bid product evaluation. Evaluating bids, selecting vendors, placing orders within established guidelines. Writing and otherwise communicating specifications on supplies and equipment.
2. Follow through on Purchase Orders, such as delivery problems, quality discrepancies, prices, and quantity. Provide product and price information to area and schools.
3. Write bimonthly Board recommendations.
4. Deal with ethics and public relations while in contact with the principals, teachers and vendors. Answer question (often by telephone) from principals, teachers, patrons, personnel concerning operations and purchasing.
5. Make occasional trips to vendor sites.
6. Place value on used equipment to be sold at surplus sale. Allocate any surplus to areas in the district where it may be used.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge Skill and Ability**

Must have a good memory and be able to handle a multiplicity of details. Also, must have good public relations skills. Buyer is dealing with public, principals, vendors, accountants, and other departments regularly. Must be able to work with large dollar amounts with accuracy. Needs to be able to keep records and prepare reports.

**Minimum Entrance Requirements for Training**

The minimum educational requirement for this position is a B.S. level training in Business or

equivalent. The buyer needs well developed skills in the evaluation of the dollar, public relations, and accounting ability.

### **Minimum Entrance Requirements for Prior Experience**

Two years job related experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

The Buyer is responsible for providing the District with supplies and equipment, arranging goods to be delivered, arranging for return of goods, overshots, and damaged goods (when necessary). The Buyer will attempt to provide best possible value to the District. The Buyer is responsible for writing and communicating specifications of purchases. He/she must effectively deal with public, principals, teachers, and vendors. The Buyer is responsible for purchasing supplies and equipment often in excess of \$1,000,000 requiring proper and efficient bidding. The Buyer is responsible for communicating needs through Board recommendations to the Board of Education.

### **Interaction with Others (Non-Supervisory)**

Interacts with vendors, delivery personnel, warehouse personnel, and other district employees.

### **Supervision**

Supervises the work of one secretary.

### **Working Environment**

General office conditions prevail. Because of the responsibility to meet deadlines, set priorities, and work within budget limitation, and provide the District with timely, cost efficient supplies and equipment, there is considerable pressure.

### **Physical Demand Characteristics**

May lift or move items up to 50 pounds.