



**Job Title:** Buyer  
**Department:** Business Department  
**Reports To:** Purchasing Coordinator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 09

### **SUMMARY**

Under the supervision of the Purchasing Coordinator, the Buyer develops, negotiates, and administers contracts and acquisition of small to moderate dollar value. Provides overall coordination of the WCSD purchase card program. Buyer will provide assistance to WCSD employees to include administrators, lead finance secretaries, and others, as necessary.

***ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.***

- Prepares solicitation documents as required for individual schools and departments as necessary.
- Compares prices, specifications, and delivery dates and recommends award of contract to bidder.
- Assists with procurement planning and coordination activities, clearly communicates and maintains a timely and accurate exchange with internal departments.
- Responsible for support and guidance to finance secretaries, school administrators, and WCSD personnel on creation of purchase requisitions & p-card reconciliation.
- Develops and gives presentations.
- Reviews purchase requisitions to ensure compliance with WCSD Policy.
- Consults catalogs and interviews suppliers to obtain specifications and prices.
- Acts as a resource to provide information to board members, administrators, district and school staff as needed.
- Analyzes, summarizes, and/or reviews data, reports findings, interprets results and/or makes recommendations.
- Assists in the development and training for all district personnel related to purchasing procedures.
- Performs all job responsibilities in accordance with district policies and procedures.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to calculate figures and amounts such as depreciation, discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic accounting and inventory control.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma required. Bachelor's degree involving major coursework in business, supply chain, finance or related area preferred. A combination of education and experience is acceptable.

Experience with the following procurement tools: Quotes, invitation for bid (IFB), request for proposal (RFP) to ensure flow of commodities, services and construction to the district.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

This position does not require any certificates or licenses.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to handle or feel; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with help. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, extreme heat, and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; and vibration. The noise level in the work environment is usually moderate.

Prepared By: <b>Business Administrator</b>			Date: <b>07/12/2023</b>
Approved By: <b>Assistant Director, Human Resources</b>			Date: <b>07/26/2023</b>
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**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

Print Name:	Date:
Employee Signature:	