

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

SENIOR BUYER

Class Code: 3085

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 55 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, manages the procurement of equipment, supplies, and services in accordance with state and Clark Country School District guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Receives purchase requests from schools and departments and clarifies needs with requester if required.
2. Identifies potential sources.
3. Develops specifications for a variety of equipment and supplies, such as; audiovisual, duplicating, electronic, furniture, grounds and custodial radio shop, food service, musical, etc.
4. Supervises and coordinates the work flow for assigned staff.
5. Assists in quality evaluations and/or functional problems related to equipment and supplies.
6. Conducts technical research related to equipment and specifications.
7. Ensures that specifications are consistently written to provide a common basis for evaluations.
8. Issues invitations to bid or request for quotation.
9. Communicates with potential vendors and establishes a working relationship.
10. Evaluates bids or quotations for price, cost, and value.
11. Awards orders on contracts.
12. Modifies orders or contracts via change order.
13. Adjusts prices if requested and allowed by contract.
14. Handles discrepancies, deficiencies, or defaults.
15. Handles claims, disputes, and appeals.
16. Administrates payment provisions according to contract.
17. Provides input for the evaluation of assigned staff.
18. Conforms to safety standards as prescribed.
19. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves developing specifications, purchasing rental or lease of supplies, services, and equipment through informed open market methods and formal, competitive bid procedures, to ensure the timely delivery of goods and services for instructional requirements.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of local government and state purchasing practices, procedures, and business law.
2. Knowledge of organizational, administrative, and supervisory procedures.
3. Knowledge of commercial supply services and common business practices with respect to sales, prices, discounts, deliveries, stocks, and shipments.
4. Knowledge of equipment specifications.
5. Knowledge of data processing and financial systems.
6. Ability to use computers and software applications related to the department.

7. Ability to communicate clearly orally and in writing.
8. Ability to coordinate activities between departments.
9. Ability to plan, set priorities, and organize work.
10. Ability to read and interpret materials.
11. Ability to concentrate on the accuracy of details.
12. Ability to meet predetermined deadlines.
13. Ability to work flexible hours or shifts.
14. Ability to work cooperatively with employees, vendors, students, and the public.
15. Ability to recognize and report hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Five (5) years experience working in purchasing activities; or,
Associate's degree in accounting, business, or finance, and four (4) years experience working in purchasing activities; or,
Bachelor's degree in accounting, business, or finance, and two (2) years experience working in purchasing activities.

Preferred Qualifications:

1. Supervisory experience.
2. Certified Public Manager (CPM).
3. Certified Public Purchasing Official (CPPO).

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s) if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Purchasing and Warehousing Department and auxiliary sites.

Strength: Sedentary/light - Exert forces to 10 lbs., occasionally; or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Mobility to work in a typical office setting and use standard office equipment. Frequent near acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: A climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, telephones, calculators or 10-key adding machines, copy machines, fax machines, filing cabinets/equipment etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.