

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: BUYER
CALENDAR: BUYER
SALARY: GRADE 15

Job Goal

Procure supplies, materials, equipment and services in the most cost effective manner for building maintenance, grounds and transportation departments.

Minimum Qualifications:

- Two (2) year degree and/or any equivalent combination of training, education, experience or professional certification.
- Minimum of three (3) years experience in a dynamic, diverse purchasing environment. Preferably within a “public procurement” organization.
- Experience in purchasing supplies, materials and equipment for building maintenance, grounds and transportation.
- Demonstrate ability in preparing specifications for quotes, bids and proposals that are diverse in nature.
- Demonstrate ability in the procurement of a varied product mix preferably with knowledge of school supplies, materials and equipment.
- Demonstrate ability to source suppliers, materials, equipment and services.
- Effective oral and written communication and a high degree of cooperation and teamwork are necessary.
- Ability to maintain ethical business practices.
- Must possess basic clerical, math and good organizational skills.
- Experience in the operation of a variety of computer software applications including but not limited to: Microsoft Office Products, plus various financial management software.
- Knowledge of and adheres to all policies, regulations and rules.

Core Job Functions:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly, and patient manner
- Be responsible, reliable and punctual
- Maintain courteous relationships with students, staff, parents and treating others with respect
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution
- Adhere to the dress code appropriate for the site and job
- Share sensitive student and staff information on a need to know basis only
- Define requirements and prepares specifications for quotes, bids and proposals for supplies, equipment and services.
- Maintain records of solicitations per USFR questionnaire requirements.
- Participate in purchasing and professional organizations.

- Evaluate bids, proposals and quotation responses, calculating pricing schedules, documenting evaluation finds, and preparing accurate and well justified award recommendations.
- Conduct pre-bid meetings and site walks for those projects requiring it.
- Meet with supplier representatives to encourage and promote good customer/supplier relationships.
- Ensure all transactions adhere to legal and district requirements.
- Complete work in a timely manner without violating the USFR and Arizona State Procurement Code.
- Perform other duties as assigned.
- Perform all duties in a safe and prudent manner.

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.