



Job Title: **Purchasing Agent/Buyer for Transportation**

Department: **Purchasing**

Supervisor: **Director of Purchasing**

Lane Placement: **Classified Lane 8**

Schedule: **8 hrs. / 242 days** Evaluation Group: **JCES 13**

FLSA Classification: **Non-exempt**

JOB DESCRIPTION

Under the supervision of the Director of Purchasing, the Purchasing Agent/Buyer will purchase all goods and services for the District Transportation Department as related to the maintenance and repair of district fleet and other goods and services as assigned. This position will assist in the management of the Transportation Department's parts and supplies, and coordinates inventory. Incumbent purchases automotive, truck and bus parts and supplies. Incumbent monitors competitive and alternative supply sources, within guidelines. Incumbent monitors parts budget. Incumbent assists in the preparation and maintenance of inventory reports for the District.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Implement and manage the entire procurement for assigned goods and services.
- Independently follow procedures in preparation of RFQ's, ITB's, RFP's, Requisition, Purchase Orders and Contracts.
- Write specification, review, award, and negotiate contracts of various kinds and complete complex purchasing projects.
- Monitor vendor and supplier performance. Checks product quality, availability and pricing, within guidelines. Check accuracy of shipments and paperwork (e.g. invoices and requisitions).
- Serve as liaison for purchasing department by giving direction and guidance to departments, school management, staff and vendors on policies and procedures.
- Recommends and implements approved warehouse procedures. Monitors merchandise flow to assist maintaining a prudent inventory. Assists in physical inventory and proper inventory records.
- Monitors warranties.
- Assures that invoices are paid promptly to receive trade discounts.
- Assists with warehouse surplus.
- Attends coordination meetings as needed.
- Ability to operate a forklift preferred.
- Assists director with scheduling work, monitoring and evaluating personnel.
- **Preference** given to applicant with experience purchasing bus parts and services.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Requires High school diploma, GED or equivalent with 1 to 3 paid experience in purchasing goods and services, preferably with a government agency. Graduation from an accredited college or university preferred.
- Ability to communicate with clarity of form and structure, effectively both orally and written. Requires mathematic ability to calculate and compare prices and create some statistical data.
- Proficiency in use of personal computers, mainframe and/or client server to include: Microsoft Word, Excel, purchasing/warehousing software, e-mail and internet. Desirable working knowledge of Skyward system.
- Excellent interpersonal and public relation skills.
- Knowledge of public purchasing laws and procedures desired.
- Warehousing knowledge and experience preferred with ability to monitor adequate inventory levels.
- Incumbent must be fingerprinted and clear criminal backgrounds check.
- Desired professional certifications: CPM, CPPB and/or CPPO.

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

Machines, Tools & Equipment Used:

- Computer and other standard office equipment.
- Forklift and other warehouse equipment experience desired.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job involves some physical exertion (e.g. bending, climbing, and moving) and lifting items, not over 100 lbs.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

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