



Job Title: **Purchasing Agent/Buyer**

Department: **Purchasing**

Supervisor: **Director of Purchasing**

Lane Placement: **ESP Lane 11**

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 is responsible for the purchase of assigned goods and services category areas within State and District procurement policies and guidelines, and within approved authorized budget. Preference will be given to applicant with experience in managing travel and related travel service contract(s). Incumbent monitors competitive and alternative supply sources, within guidelines.

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

ESSENTIAL FUNCTIONS

- Methods of conducting product and vendor research.
- Analyzing and evaluating purchase requisitions, specifications, price quotes and other purchasing-related documents.
- Problem solving with the ability to thoroughly think through and evaluate alternatives, innovative problem resolution, pro-active approach, and initiative to resolve problems.
- Must possess strong written and verbal communication skills.
- Microsoft Office software proficiency at an intermediate level in all of the following: Windows, Word, Excel and Outlook.
- Manage workload effectively including adapting to changes, planning, organizing and prioritizing work with little direction and supervision.
- Work with accuracy paying close attention to details, using tact, discretion and diplomacy in dealing with suppliers and vendors.
- Establish and maintain highly effective working relationships with staff, vendors and others.
- Must possess ethics and integrity having perceived fairness, tolerance, honesty; consistent in application of policies and procedures.
- Assists director with scheduling work, monitoring and evaluating personnel.
- 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.

KNOWLEDGE

- Principles and methods of negotiation.
- Applicable state and federal laws and regulations governing purchasing activities.

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, specifically travel and travel services, preferably with a government agency. Graduation from an accredited college or university preferred.
- Excellent time management, multi-tasking skills, and ability to work well under pressure to meet deadlines while maintaining a positive attitude with excellent customer skills.
- Incumbent must be fingerprinted and clear criminal backgrounds check.
- Preferred -In-depth knowledge of group travel, government contracted rates and other related travel aspects.
- Preferred - Working knowledge of Skyward system.
- Desired professional certifications: 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.

An equivalent combination of relevant education and experience.

[CSD reserves the right to determine the equivalencies of education and experience.]

Machines, Tools & Equipment Used:

- Computer and other standard office equipment.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Job involves some physical exertion (e.g. bending and moving) and lifting items, not over 45 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

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; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

ADA _____

HR _____

Effective date: _____ 6/9/2020