



Job Title: Buyer/Systems Administrator

Department: Materials Management
Reports To: Director, Materials Management
Grade: BG-08
Number of Days: 12 Months
Security Access: ESC
Current Date: April 25, 2016
Overtime Status: Exempt

Position Summary: Perform technology buying functions, manage Purchasing and Inventory modules of the Munis financial system, lead Purchasing training team.

Minimum Qualifications:

- Bachelor's Degree in management, business or related field.
- Five years of purchasing experience.
- Purchasing certification preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Buying responsibilities for technology commodities, utilizes sound purchasing practices and adheres to strict code of ethics, displays objectivity as well as good organizational skills, develops quotes, bids and spreadsheets, evaluates bid responses, alternatives, and selects best value; interviews vendors coordinates contracts for large volume items; implements procurement policies and procedures in accordance with School Board policy and State law.
- Manage Purchasing and Inventory modules of the Munis software
- Lead the Purchasing training team, manage training offerings/content.
- Develop and manage system integration projects for Purchasing.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- MS Office.
- Munis

Supervisory Responsibility:

- none

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office

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