

★ ★

# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

---



## Job Description

**Job Title: Buyer**

**Reports to:** Director, Materials Management  
**Department:** Finance  
**Compensation:** PT 4  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Responsible for procurement of assigned commodity groups.

### **Qualifications/Job Requirements:**

**Education:**

- Bachelor's degree in management, business or related field.

**Specialized Knowledge, Licenses, etc:**

- Purchasing certification preferred.

**Experience:**

- Five years of purchasing experience desired.

### **Scope of Authority (If Applicable)**

- Lead responsibility for 1-2

**Customer Contacts (Internal and External):** Site/department staff, vendors, public

### **Duties and Responsibilities:**

- Management Skills
  - Evaluates bid responses, alternatives, and selects best bid.
  - Interviews vendors and evaluates product lines for pertinent items.
  - Maintains bid lists
  - Coordinates contracts for large volume items.
  - Keeps management informed as to market conditions, shortages, and trends.
  - Interprets district bidding and purchasing procedures to vendors and staff.
  - Implements procurement policies and procedures in accordance with School Board policy and State law.
  - Maintains sound relations with vendors and works with them to improve value of items purchased while seeking to develop new and improved sources of supply.
  - Assures that suppliers deliver as contracted, investigates field questions/problems with materials, and arbitrates discrepancies.
  - Demonstrates effective communication skills and diplomacy with all levels of personnel.
  - Utilizes sound purchasing practices and adheres to strict code of ethics.
  - Displays objectivity as well as good organizational and exceptional analytical skills.
- Products
  - Develops quotes, bid documents, and spreadsheets.
  - Coordinates the evaluation/testing of new products.
  - Prepares RQ's for PO entry.
- Administrative Responsibilities
  - Screens approved RQ's to determine if information is complete, determines best vendor sources.
  - Maintains and controls the open purchase orders.
  - Works in an advisory capacity regarding market conditions, specifications, and product acquisition/evaluation
  - Answers inquiries from sites and vendors regarding RQ and PO status.
  - Utilize Walker financial system for daily workflow and research.
- Professional Responsibilities
  - Keeps abreast of current practices in Purchasing.

- Keeps current in knowledge of materials, products and equipment.
- Other Responsibilities
  - Performs other tasks as assigned by the Department Director of Purchasing.