

# JOB DESCRIPTION

**Job Title** Buyer  
**Reports to** Assistant Director  
**Dept/School** Procurement & School Resources

**Job Title Code** 180320  
**Wage/Hour Status** Exempt  
**Pay Grade** 101  
**Date Revised** October 30, 2024

## Primary Purpose

Provide support in daily planning, organizing, coordinating, and preparing bid specifications and procurement documents.

## Education/Certification

- Bachelor's Degree
- Two (2) years' experience in purchasing to include bid spreadsheets preparation and analysis OR
- High School Diploma/GED
- Five (5) years' experience in purchasing, to include bid spreadsheet preparation and analysis

## Special Knowledge/Skills

- Knowledge of school district purchasing
- Knowledge of computerized bid, ordering, purchasing, and distribution procedures
- Strong communication, public relations, and interpersonal skills
- Ability to maintain confidential files

## Major Responsibilities and Duties

1. Consult with the Assistant Director and/or the Executive Director for guidance and direction in the fulfillment of the job assignment.
2. Collaborate with the purchasing staff in the daily operations to include Purchase Order processing.
3. Solicit quotations when needed, prepare bids, spreadsheets, and analyze bid documents and results.
4. Prepare Bid Award documentation for Board approval.
5. Provide assistance regarding purchasing processes, source availability, and best source of supply.
6. Review requisitions for appropriateness and accuracy and prepare purchase orders for issue to vendors.
7. Maintain files of bids, items purchased, received, prepared, and issued.
8. Prepare changes for the maintenance of the Purchasing Website.
9. Maintain continuous communication with staff and vendors.
10. Provide direction to clerical staff regarding workflow.
11. Perform duties in accordance with federal, state, and/or local purchasing laws and policies of the El Paso Independent School District.
12. Perform role of expeditor as needed.
13. Keep abreast of market conditions and product knowledge.
14. Perform other duties as assigned by supervisor.

## Supervisory Responsibilities

None

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.



# JOB DESCRIPTION

## Terms of Employment

226 days; salary to be established by the Board of Trustees

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.