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| Job Title: Buyer | Wage/Hour Status: Exempt |
| Reports to: Assistant Director | Pay Grade: 101 |
| Dept/School: Procurement & School Resources | Date Revised: October 12, 2021 |

Primary Purpose

Provide support in daily planning, organizing, coordinating, and preparing bid specifications and procurement documents to support the School Lunch and Breakfast Programs.

Qualifications**Education/Certification**

Bachelor's Degree and two (2) years' experience in purchasing, including bid spreadsheet preparation and analysis

OR

High School Diploma/GED and five (5) years' experience in purchasing, including bid spreadsheet preparation and analysis

Special Knowledge/Skills

- Knowledge of computerized bid, ordering, purchasing, and distribution procedures
- Strong communication, public relations, and interpersonal skills

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. Responsible for purchasing requirements involving Food and Nutrition funds.
3. Responsible for the Purchasing Food and Nutrition Audit Review.
4. Responsible to review the Texas Department of Agriculture (TDA) Administrative Reference Manual (ARM) for updates and changes to ensure the District is in compliance.
5. Collaborate with the purchasing staff in the daily operations to include purchase order processing.
6. Solicit quotations when needed, prepare bids, spreadsheets, and analyze bid documents and results.
7. Provide assistance regarding purchasing processes, source availability, and best source of supply.
8. Review requisitions for appropriateness and accuracy and prepares purchase orders for issue to vendors.
9. Maintain files of bids, items purchased, received, prepared, and issued.
10. Prepare changes for the maintenance of the Purchasing website.
11. Maintain continuous communication with staff and vendors.
12. Provide direction to clerical staff regarding workflow.
13. Perform duties in accordance with state purchasing laws and policies of the El Paso Independent School District.
14. Comply with Texas State law, Federal School Nutrition laws, and TDA guidelines impacting the purchasing process.
15. Perform role of expeditor as needed.
16. Keep abreast of market conditions and product knowledge.
17. Handle confidential information.
18. 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.

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: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with federal funds and my job duties/responsibilities must comply with the Federal Program requirements.

Employee Signature: _____ **Date:** _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with Federal Program requirements.

Supervisor Signature: _____ **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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.