SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Buyer I - 1.0 FTE

An Equal Opportunity Employer

SALARY: $55,411.20 - $74,859.20 Annually

OPENING DATE: 12/13/21

CLOSING DATE: 01/02/22 05:00 PM

REQUIRED ATTACHMENTS:

OVERVIEW OF POSITION:

This position exercises discretion and independent judgment in procuring materials, equipment, and services for the District. This role provides follow-up for procurements to assure that customer needs are met. In addition the Buyer monitors procurements for compliance with all applicable regulations and guidelines, including state laws, School Board policies, Superintendent-approved procedures, and established best practices for procurements. This role also prepares memoranda for records and contract files, prepares post-award modifications and reports for procurements, and evaluates material qualities and prepares specifications.

The Buyer I and Buyer II are positions within a series that form a career ladder. Each position requires the exercise of discretion and independent judgment to make procurement decisions that are necessary to the overall operation of the District. The positions are distinguished chiefly by increasing levels of complexity from Buyer I to Buyer II.

ESSENTIAL FUNCTIONS:

20%
- Performs detailed reviews of procurements, including documentation, for accuracy, consistency, budget allocations, and compliance with administrative requirements.
- Follows up on discrepancies.
- Approves purchase requests.

5%
- Determines best method of procurement for requested items.
- Requests and receives written and oral quotations, proposals, and bids and assists in evaluation of offers.
- Monitors procurements for compliance with all applicable regulations, including state laws, School Board policies, Superintendent-approved procedures, and established best practices for procurements.
- Makes recommendations for selection of bidder to Manager.
- Keeps abreast of new product information and market trends.
10%
  • Responds to customer requests and inquiries.

10%
  • Provides follow-up for purchase orders, resolving duplicate, delinquent and incorrect orders, incomplete shipments and late deliveries, and notifies all parties of status of resolutions.
  • Writes and processes modifications to purchase/delivery orders, contracts, and other documents.

10%
  • Reviews computer-generated adjustments of orders for content and completeness of data.
  • Updates, maintains, and monitors disbursement of data.

5%
  • Develops and maintains supplier source list of responsible contractors and vendors.
  • Monitors vendor performance, customer cancelations, and any other reports related to contractor or vendor reliability.
  • Makes recommendations regarding additions and eliminations.

15%
  • Maintains up-to-date vendor list, purchase order list, and other files required in department.
  • Prepares modifications, purchase orders, contracts, and other documents for mailing, and file procurement documents.

10%
  • Maintains expertise in assigned purchasing areas and maintains working knowledge of other purchasing areas.
  • Cross trains with other department staff.
  • Provides backup to other department staff as requested by department management.

10%
  • Demonstrates continuous effort to improve operations, decrease turnaround times, and streamline work processes.
  • Works cooperatively and jointly with all department staff in support of department functions and to provide quality, seamless customer service.

10%
  • Keeps department management informed of activities and provides reports to department management as requested.

OTHER FUNCTIONS:
  • May perform related duties consistent with the scope and intent of the position.

RELEVANT COMPETENCIES:

Function / Technical Skills
Possesses required functional and technical knowledge and skills to do his or her job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.
  • Understands the technical aspects of the job and keeps up-to-date on key technical or functional aspects of the job.
- Applies appropriate technical/functional knowledge to address situations in a timely manner.
- Thinks of ways to apply new developments to improve organizational performance.
- Shares expertise and skills with others when appropriate.

**Time Management**
Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities; adeptly handles several tasks at once
- Focuses his/her efforts on the most important priorities.
- Uses time effectively and efficiently.
- Handles multiple tasks effectively and efficiently. Values other people’s time.

**Customer Focus**
Commits to meeting the expectations and requirements of internal and external stakeholders; acts with stakeholders in mind; values importance of providing high-quality customer service
- Makes customers and their needs a primary focus of his/her actions.
- Thinks ahead and considers the impact of actions both internally and externally.
- Develops trust, credibility, and maintains strong relationships with customers.
- Goes the extra mile to satisfy customer needs and expectations.

**DISTRICT-WIDE CORE COMPETENCIES:**

**Collaboration**
Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.
- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

**Getting Results (Action Oriented)**
Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.
- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

**Decision Quality & Problem Solving**
Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.
- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

**Integrity**
Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

**Accountability**
Holds self and others accountable for measurable high-quality, timely and cost-effective results;
determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

KNOWLEDGE, SKILLS AND ABILITIES:
- Standard procurement procedures and applicable laws and regulations regarding common school purchases.
- Logical and creative thinking.
- Problem solving and decision making.
- Strong oral and written communications.
- Computer software applications, including Microsoft Word and Excel.
- Report writing and development.
- Setting priorities and meeting deadlines.
- Working effectively under pressure.
- Effectively represent the District.
- Adapt to change and remain flexible while upholding all applicable laws and District policies and procedures.
- Work independently as well as cooperatively with others.
- Knowledge of uniform commercial code.
- School Board policies and Superintendent-approved procedures which pertain to procurement.
- Maintain integrity of data and information.
- Maintain effective working relationships in a multicultural environment.
- Interpret, explain, and enforce procurement policies and procedures.
- Analysis and auditing.

TYPICAL QUALIFICATIONS:

EXPERIENCE/EDUCATION:

A typical way to obtain the knowledge and abilities would be:

Three (3) years of work experience in procurement, such as support staff experience as a purchasing, contracts or accounting clerk, or as an Assistant Buyer; Associate Degree in Business Management or related field; or an equivalent of education and experience.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

CLEARANCES:
Criminal Justice fingerprinting and background check.

SUPPLEMENTAL INFORMATION:

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or
the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or hreeoc@seattleschools.org

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

APPLICATIONS MAY BE FILED ONLINE AT: http://www.seattleschools.org/careers

OUR OFFICE IS LOCATED AT:
2445 3rd Ave South
Seattle, WA 98124-1165
206-252-0210
tksterk@seattleschools.org

Buyer I - 1.0 FTE Supplemental Questionnaire

* 1. Do you have 3 years of work experience in procurement, such as support staff experience as a purchasing, contracts or accounting clerk, or as an Assistant Buyer? *or an equivalent of education and experience
   - Yes  ☐ No  ☐

* 2. Do you have an Associate Degree in Business Management or related field? *or an equivalent of education and experience
   - Yes  ☐ No  ☐

* Required Question