Buyer (226 Days) REVISED -(RTP20201106-023)

Description

1. Review and write requests for proposals/bids for products and services, ensuring compliance with district and federal/special purpose requirements. Furnish technical advice for the preparation and/or revision of specifications.
2. Identify and develop sources of supply and services, and maintain continuous contact with these sources. Schedule and conduct bid/proposal conferences.
3. Receive proposals/bids, conduct and oversee evaluation committee, prepare analysis using MS Excel tabulation spreadsheets, discuss and determine recommendation including vendors past performance and qualifications.
4. Assist with negotiation of purchase agreements with vendors, ensuring acceptable quality with adequate deliveries at the best price.
5. Edit requisitions and work with departments to coordinate requirements as to quality, quantity, specifications, and delivery of materials.
6. Obtain and analyze quotations on non-standard items and continually audit prices of standard materials and supplies. Make substitution recommendations where savings in cost or better delivery can be realized.
7. Prepare recommendation and documents presented to the Board of Trustees for approval.
8. Works closely with departments for proper documentation and procurement for all related procurements.
9. As necessary, perform administrative tasks including resolving procurement problems and filing, retrieving, researching, and distributing documents.
10. Review and approve purchase orders/transactions. Place and expedite purchase orders for materials and supplies, ensuring compliance with district purchasing requirements. Approve and authorize the issuance of emergency pick-up
purchase orders within established practices, regulations, and policies.
11. Assist in advising departments concerning deliveries, materials availability, terms, specifications, quotations, and costs.
12. Provide support for the district's M/WBE participation goals.
13. Provide guidance to schools/departments in securing special items required for special uses.
14. Purchase goods and services with proper consideration given to quality, price, and delivery within proper procedures, policies, and requirements.
15. Keep abreast of legal requirements and regulations of purchasing for school districts including such federal, state, county, and city laws as may apply.
16. Perform all other tasks and duties as assigned.

Qualifications

1. Bachelor’s Degree from an accredited university in a directly related field preferred
2. Three years of directly related experience (preferred), including an institutional/government or school district purchasing environment or other buying experience
3. Knowledge of the principles, procedures, and legal requirements of school district purchasing and contracts is a plus
4. Knowledge of the principles, procedures and requirements of public and private sector purchasing a plus
5. Awareness of Texas purchasing and bidding laws
6. Ability to assist in planning and situational analysis
7. Competency to plan and schedule buying for the greatest efficiency of service
8. Effective interpersonal skills to interact with all levels of employees, staff members and the general public
9. Planning and problem solving/investigative skills as required to research inquiries related to job duties
10. Ability to coordinate multiple projects and assignments; high degree of flexibility required
11. Skills in both verbal and written communication
12. Ability to provide information to staff in a way that maximizes productivity, efficiency and cost-effectiveness
13. Computer skills, specifically, familiarity with Microsoft Windows, Microsoft Office and Oracle a plus

Work Locations :
9400 N CENTRAL EXPRESSWAY SUITE 1510
Dallas 75231
Job : Buyer
Schedule : Full-time
Minimum Salary : 47,142.00
Median Salary: 57489.00
Posting Date : Nov 20, 2020