Job Description

Buyer (226 Days) - (RTP20220923-003)

Description

Serve as the district's procurement specialist for the procurement of all Food & Child Nutrition products, equipment, programs and services.

- Review and write requests for proposals/bids for Food & Child Nutrition products and services, ensuring compliance with district and federal/special purpose requirements. Identify and develop sources of supply and services. Recommend pricing methodology, review draft of technical specifications and rewrite where appropriate to eliminate ambiguities, conflicts and misunderstandings. Recommend procurement schedule and conduct bid/proposal conferences.
- 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.
- Prepare recommendation and documents presented to the Board of Trustees for approval.
- Work closely with Food & Child Nutrition Services for proper documentation and procurement for all related procurements.
- Review and approve purchase orders/transactions with proper consideration given to quality, price and delivery within proper procedures, policies and requirements.
- Perform administrative tasks as necessary including resolving procurement problems and filing, retrieving, researching and distributing documents.
- Assist with preparation of contracts and related documents.
- Assist with contract compliance of contract close-out, renewal or extensions of contracts.
- Assist with review of submitted documents for accuracy and conformance to contracting and regulatory procedures including insurance required documents.
- Assist with resolving disputed items/issues with contractors and consultants.
- Provide guidance to schools/departments in securing special items required for special uses.
- Provide support for the district's MWBE participation goals.
- Maintain communication with end-user departments and schools to provide user-friendly customer services and technical assistance to user departments regarding district purchasing procedures and guidelines.
- Keep abreast of legal requirements and regulations of purchasing for school district including federal, state, county and city laws as may apply.
- Adhere to ethical business practices.
- Perform all other tasks and duties as assigned.
- All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

- Qualifications
  - Bachelor's Degree from an accredited university or college.
  - Two years directly related experience in either an institutional/government or school district purchasing environment and facilities, operations and construction services buying experience.
  - Demonstrated knowledge of the principles, procedures and legal requirements of school district purchasing and contracts.
  - Demonstrated knowledge of the principles, procedures and requirements of financial accounting.
• Demonstrated ability to assist in strategic planning and situational analysis
• Demonstrated effective interpersonal skills to interact with all levels of employees, staff members and the public
• Demonstrated planning and problem solving/investigative skills as required to research inquiries related to job responsibilities
• Demonstrated ability to gather data, compile and analyze information and prepare reports
• Demonstrated ability to coordinate multiple projects and assignments; high degree of flexibility required
• Demonstrated skills in both verbal and written communication
• Demonstrated ability to provide information to staff in a way that maximizes productivity, efficiency and cost effectiveness
• Computer skills, specifically familiarity with Microsoft Windows, Microsoft Office and Oracle preferred

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H

Dallas Independent School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).

Work Locations: Linus D Wright Dallas ISD School Administration Building, 9400 N CENTRAL EXPRESSWAY, Dallas 75231

Job: Buyer-Purchasing

Full-time

Shift: Day Shift

Minimum Salary: 49,503.00

Job Posting: Sep 30, 2022