Title: **Senior Buyer** Pay Grade: 302
Reports to: Administrator Assigned FLSA: Exempt
Department: Purchasing Length of Assignment: 226 days

Summary

Provides the district with dependable sources for materials, supplies, and services that meet the district's needs. Performs duties in accordance with state purchasing laws. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Develop and maintain district supplier base.
2. Review catalogs, industry periodicals, directories, trade journals, internet sites, and consult with vendors to learn about products and services.
3. Prepare bid documents; identify sources of supply, advertise solicitation, schedule bid conferences, and communicate with requestor and vendor.
4. Issue solicitations, receive sealed proposals, prepare bid analysis documentation, coordinate the evaluation committee that recommends award solicitations (Request for Qualification, Request for Proposal, Competitive Sealed Proposal, and Competitive Bid), and negotiate as applicable.
5. Prepare documents for award recommendation, both administrative and board.
6. Review and analyze requisitions for various products and services.
7. Perform various tasks including document distribution and filing, document retrieval, and research/resolution of procurement problems.
8. Analyze and interpret procurement patterns for the development of solicitations, processes and procedures, reports, and to ensure that adequate contracts exist to support all district purchases.
9. Maintain legal requirements and regulations of purchasing for school districts, including federal, state, county, and city laws and board policy and regulations.
10. Formulate and implement purchasing department policies, procedures, and practices for the procurement of products and services.
11. Collaborate with district staff, legal, and vendor representatives to include, but not limited to, technical advice for preparation and/or revision of bid specifications, discuss defective or unacceptable products/services and determine corrective action, and provide training.
12. Train, supervise, and evaluate assigned staff.
13. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

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Qualifications

Bachelor's degree and five (5) years of experience in purchasing, accounting, budget, payroll OR related field OR seven (7) years of experience in purchasing. Certification in Texas Association of School Business Officials (TASBO) within two (2) years of hire. Knowledge of the best practices in school district purchasing principles and methods. Knowledge of applicable laws, regulations, and ethical standards related to procurement. Ability to clearly present information and interact with vendors. Proficient in current software applications as well relevant databases and financial systems.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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