

CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

ASSOCIATE BUYER

Class Code: 3075

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision expedites purchase orders and SPO's and assists the buyers in the procurement of equipment, supplies, and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Follows up and expedites overdue purchase orders with vendors.
2. Assists in evaluating formal bids.
3. Obtains and evaluates quotes, and recommends purchases of items to the buyer.
4. Assists in obtaining and testing of sample merchandise.
5. Participates in pre-bid conferences.
6. Investigates receiving discrepancies or deficiencies in shipments to the warehouse.
7. Coordinates with accounts payable on payment discrepancies.
8. Prepares change orders for approval.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves paraprofessional activities associated with the purchase of supplies, equipment, and contracted work.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of basic purchasing principles, including bid openings, vendor contracts, and processing of purchase requisitions.
2. Ability to read and interpret specifications and bid documents.
3. Ability to learn purchasing practices, procedures, and laws.
4. Ability to use computers and software applications related to the department.
5. Ability to maintain accurate records.
6. Ability to operate office machines.
7. Ability to plan, set priorities, and organize work.
8. Ability to meet predetermined deadlines.
9. Ability to communicate clearly orally and in writing.
10. Ability to work flexible hours or shifts.
11. Ability to work cooperatively with employees, vendors, and the public.
12. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, trade school transcript, foreign equivalency, etc).
2. Three (3) years experience working in purchasing activities; **or**,
3. Two (2) years experience working in purchasing activities and twelve (12) college credit hours in accounting, business, and/or finance; **or**,
4. Associate's degree in accounting, business, or finance and one (1) year experience working in purchasing activities; **or**,
5. Bachelor's degree in accounting, business, or finance.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Knowledge of government procurement laws and practices.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. College transcript (s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Purchasing and Warehousing Department.

WORK ENVIRONMENT:

Strength: Sedentary/light - exert forces to 10 lbs. occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing.

Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices.

Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.