

Buyer I

Position Details

Class Code: 3081

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 49 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, provides complex clerical support and performs routine purchasing activities as directed by senior staff.

Essential Duties and Responsibilities

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

1. Supports Enterprise Resource Planning (ERP) catalog ordering; advises staff of materials in catalog, resolves ordering discrepancies/disputes, and interfaces with suppliers as necessary to ensure catalogs are updated.
2. Confirms receipt of materials and prepares goods receipts, as necessary.
3. Follows-up and expedites overdue purchase orders with suppliers.
4. Coordinates with accounts payable and suppliers to resolve payment discrepancies.
5. Processes purchasing card orders as authorized by approved shopping carts.
6. Assists senior staff in evaluating formal bids by preparing complex spreadsheets.
7. Prepares change orders as directed by senior staff.
8. Investigates and resolves receiving discrepancies or shipment deficiencies.
9. Assists in obtaining and testing sample merchandise.
10. Obtains specifications and other data to assist senior staff.

11. Researches, compiles, and verifies information; maintains data for departmental reports.
 12. Demonstrates proficiency in utilizing purchasing software.
 13. Understands and effectively applies Clark County School District and Purchasing Department policies, and International Organization for Standardization (ISO) procedures, to assure transactions are processed appropriately.
 14. Assists in researching other government contracts to identify viable contract joiner opportunities.
 15. Assists with disputes, appeals, and claims research with minimal administrative support.
 16. Operates with the highest ethical standards, including integrity, honesty, consistency, fairness, and transparency. Consistently follows processes to provide fair and equal treatment for internal/external customers and suppliers.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Follows-up on receiving and expediting orders, assists in shopping cart processing and informal competitive activities, assists commodity team in processing, archiving, researching, and executing purchase orders for goods/services, at the best value, that meet District requirements in accordance with established policies, guidelines, and laws, and manages suppliers/contracts to assure performance.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic recordkeeping/business practices.
2. Knowledge of Microsoft Office software, including Excel.
3. Knowledge of automated purchasing systems.
4. Ability to learn and apply local/state government purchasing practices, procedures, and business law.
5. Ability to learn commercial supply services and apply common business practices with respect to sales, prices, discounts, deliveries, inventories, and shipments.
6. Ability to coordinate activities between departments.
7. Ability to provide an accurate, detailed work product.
8. Ability to perform routine mathematical calculations.

9. Ability to understand, explain, and apply written/verbal instructions, practices, and procedures.
 10. Ability to clearly communicate information, verbally and in writing; knowledge of business English and spelling.
 11. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.)
 12. Ability to perform basic computer operations (i.e., data entry, word processing, records retrieval, etc.)
 13. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records/files; ability to learn job-specific software applications.
 14. Ability to establish and maintain effective working relationships with District employees, suppliers, and the public.
 15. Ability to perform duties with a professional and cooperative work ethic.
 16. Ability to work flexible hours or shifts necessary for efficient department operations.
 17. Ability to read bid documents to extrapolate pricing information and discounts.
 18. Ability to learn and apply purchasing practices, procedures, regulations, and laws.
 19. Ability to plan, organize, and prioritize work.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years' professional purchasing experience; or, Associate's degree or higher from an accredited college/university in any field.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. One (1) year or more of demonstrated experience working with spreadsheets in Microsoft Excel.

2. One (1) year or more of demonstrated experience working with electronic documents in Microsoft Word or a similar program.
 3. Knowledge of government procurement laws and practices.
 4. Public purchasing experience.
 5. Purchasing software experience.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcripts from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District Purchasing and Warehousing Department, and auxiliary sites.

Work Environment

Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (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

Computers, printers, scanners, telephones, adding machines, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/06/23
- Created: 08/20/10