

Buyer IV

Position Details

Class Code: 3086

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, manages competition, outline agreements, and procurement processes within a given commodity/material group in accordance with state statutes and Clark County School District guidelines.

Essential Duties and Responsibilities

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

1. Serves as team lead for purchasing projects within assigned commodities/material groups; supervises and coordinates the work of assigned staff.
2. Delegates, monitors, and reviews the work of assigned staff and provides input for evaluations; trains internal staff on all facets of purchasing.
3. Manages outline agreements and competitive activities for assigned material groups. Responsible for ensuring all deadlines are monitored and that agreement renewals and District Board of Trustees-approved extensions are completed expediently.
4. Demonstrates high-level proficiency in purchasing software.
5. Understands and effectively applies District and Purchasing Department policies and International Organization for Standardization (ISO) procedures to ensure transactions are processed appropriately.

6. Conducts quality evaluations; examines and resolves purchasing-related issues/complaints.
 7. Develops complex specifications, statements of work, or project scopes, as required.
 8. Develops and understands functional requirements of items/services purchased in areas of responsibility.
 9. Oversees the bid process, including: developing bid documents, writing essential/special bid provisions, forecasting requirements, testing/evaluating product submissions, preparing award recommendations, obtaining Trustees' approval, and generating Global Outline Agreements.
 10. Manages post-bid award activities, including bid renewals, supplier performance, and contract compliance.
 11. Monitors economic trends; interprets Bureau of Labor Statistics (BLS) data and other source data to support purchasing activities; validates price increase or decrease requests.
 12. Researches other government contracts to determine viable contract joinder opportunities.
 13. Resolves claims, disputes, and appeals with minimal administrative support.
 14. Operates with the highest ethical standards, including integrity, honesty, consistency, fairness, and transparency. Assures fair and consistent treatment of all internal/external customers and suppliers.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Develops/manages complex formal bids and specifications, executing purchase orders for goods/services that meet District requirements in accordance with established policies, guidelines, and laws at the best value, and managing suppliers/contracts to ensure performance.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of local/state government purchasing practices, procedures, and business law.
2. Knowledge of organizational, administrative, and supervisory procedures.

3. Knowledge of commercial supply services and common business practices regarding sales, prices, discounts, deliveries, inventories, and shipments.
4. Knowledge of basic recordkeeping/business practices.
5. Knowledge of Microsoft Office software, including Excel.
6. Knowledge of contract law and bid terms/conditions.
7. Ability to manage multiple projects and timelines.
8. Ability to supervise, delegate, and manage staff.
9. Ability to prioritize, manage schedules, and meet deadlines.
10. Ability to develop and select complex contractual terms/conditions to meet purchasing requirements.
11. Ability to monitor economic trends and interpret BLS data and other source data.
12. Ability to coordinate activities between departments.
13. Ability to read and interpret complex materials.
14. Ability to concentrate on accuracy of details.
15. Ability to monitor and manage the formal bid process.
16. Ability to develop complex specifications and evaluate alternate product submissions.
17. Ability to perform routine mathematical calculations.
18. Ability to understand, explain, and apply written/verbal instructions, practices, and procedures.
19. Ability to communicate clearly, both verbally and in writing. Advanced knowledge of business English and spelling. Excellent ability to write/understand written communication and contract language.
20. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.)
21. 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.
22. Ability to establish/maintain effective working relationships with District employees, suppliers, and the public.
23. Ability to carry out assignments without direct supervision.
24. Ability to perform duties with a professional and cooperative work ethic.
25. Ability to work flexible hours or shifts necessary for efficient department operations.
26. Ability to extrapolate pricing information and discounts from bid documents.
27. Ability to learn/apply purchasing practices, procedures, regulations, and laws.
28. Ability to work with paper/electronic records, task lists, workflows/approvals, and calendars.
29. Ability to recognize and report hazards and apply safe work methods.

30. 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. Five (5) years' experience working in purchasing activities; or, Associate's degree from an accredited college/university in accounting, business, economics, jurisprudence, paralegal, finance, or other business-related field; plus, three (3) years' experience working in purchasing activities; or, Bachelor's degree from an accredited college/university in accounting, business, economics, jurisprudence, paralegal, finance, or any business-related field; plus, one (1) year of experience working in purchasing activities.

Licenses and Certifications

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

Preferred Qualifications

1. Two (2) years' demonstrated experience working with spreadsheets in Microsoft Excel.
 2. Two (2) years' demonstrated experience working with electronic documents in Microsoft Word or similar program(s).
 3. One (1) year of demonstrated experience in automated purchasing systems (Enterprise Resource Planning (ERP) or similar.)
 4. Supervisory experience.
 5. Certified Purchasing Manager (CPM.)
 6. Certified Professional Public Buyer (CPPB.)
 7. Certified Public Purchasing Officer (CPPO.)
 8. Knowledge of government procurement laws and practices.
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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. Transcript(s) from an accredited college/university, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

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: 07/07/23
- Created: 09/20/10