

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows
JOB DESCRIPTION**

JOB TITLE: Buyer II

DATE: January 2004

REVISED: June 2011

PAY GRADE:
Office

LOCATION: District Education

SUMMARY: Responsible for meeting purchasing needs in an assigned area of commodities and/or contractual services, including planning, requisition review, supplier selection, order placement and follow up.

DUTIES:

1. Remains current in knowledge of organizational purchasing policies and materials management regulations and evaluates alternative methods of procurement which may improve purchasing performance.
2. Reviews all requisitions received for completeness, description, appropriate approval, delivery date, tax classifications and receipt point.
3. Develops specifications, prepares forms, advertises and manages tender process including award and contract.
4. Locates, develops and maintains sources of supply; analyses and evaluates market conditions and trends; visits suppliers and exhibitions to keep abreast of new developments, techniques and products. Establishes and maintains rapport with suppliers and disseminates appropriate information to internal users.
5. Evaluates and negotiates prices, discounts, credits, warranties, delivery, F.O.B. point, tax status, quality and suitability of product. Places orders and enters into contracts to ensure timely delivery with maximum benefit to the District.
6. Prepares and processes purchasing documentation and ensures that all pertinent information of the contractual obligation is covered and is reflected on the document.
7. Communicates purchasing policies and requisition procedures to School District staff as to suitability and availability of products. Maintains library and resource file for reference purposes.
8. Processes and negotiates claims against suppliers for unsatisfactory service or for goods damaged in transit.
9. Monitors open transactions, reports on their value and activity. Initiates additional contracts as appropriate.
10. Monitors inventory items for adherence to approved levels and disposes of surplus material.
11. Enters vendor's name, amount and account number of each transaction into computer data base for accounting purposes. Ensures that each transaction has sufficient funding available.
12. Monitors the day to day application of purchasing procedures. Recommends appropriate changes to existing policy and procedures as required to sustain or enhance purchasing performance.

13. Arranges for sale of obsolete or surplus equipment or negotiates between schools and departments the transfer of equipment to obtain best overall value and utilization of District-owned inventory.
14. Manages acquisition and coordinates maintenance of telephone systems and photocopiers.
15. Provides back-up for day-to-day administration of school buses.
16. Maintains District lease contracts.
17. Manages material acquisition for major capital projects.
18. Establishes service contracts for large scale maintenance projects.
19. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 plus a diploma in materials management from a recognized Institution or completion of Level 2 of the Purchasing Management Association of Canada Development Program plus three (3) years experience in the field of Purchasing, preferably in the public sector.
2. Ability to operate office equipment and proficiency with computers and a variety of software applications.
3. Knowledge of supply sources, transportation, market conditions and vendor performance.
4. Ability to make arithmetical computations quickly and accurately.
5. Ability to make analytical and logical evaluations, measuring quality and suitability vs. prices and other related factors.
6. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
7. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:
