



BUYER I, II

BASIC FUNCTION

Under general supervision, perform a variety of general-to-specialized duties related to the procurement, supply-chain, vendor management, and payment of District consumables including, technologies, supplies, materials, food, and equipment; coordinate ordering and follow-up activities to assure legally compliant, efficient, fiscally responsible and timely purchases.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Purchase goods and services and administer contracts for supplies, technologies, equipment, furniture, foods and services in compliance with Board Policy, local, State and federal laws, public contracting codes, and other applicable regulations. “E”
- Recommend and/or determine vendors from whom purchases will be made, based on most favorable prices consistent with quality, quantity, and delivery and adherence to specifications, bid conditions, and other factors. “E”
- Coordinate the preparation, processing, and administration of bids for continuing-price contracts with District offices and vendors. “E”
- Confer with technical personnel and administrators from various departments about specifications for purchases; prepare, review and modify specification update forms in accordance with District requirements and current manufacturer, supplier, and market data. “E”
- Interview vendor representatives regarding new or improved products, trade practices, and methods; organize, attend, and conduct tests and demonstrations of items to be purchased to determine quality and adherence to specifications. “E”
- Research and develop sources of supply; obtain information on seasonal and other market trends and conditions, and advise administrators regarding timing and quantity of purchases. “E”
- Compile, retrieve and analyze various reports related to procurement, contracts, warehousing and distribution and inventory management. “E”
- Estimate prices of requested items for fund encumbrances and establish, identify and/or recommend delivery points. “E”
- Assist schools and offices by providing training and technical support and answering procurement-related questions. “E”
- Confer with suppliers and District officials regarding complaints about the quality of goods, materials and/or equipment received. “E”
- Participate in, oversee and/or conduct procurement and stock replenishment analyses for the District warehousing and distribution operations, as appropriate. “E”
- Expedite deliveries and interpret specifications for delivered items. “E”
- Maintain current knowledge and expertise regarding laws, rules, policies and procedures governing public agency purchasing; participate in meetings, in-service training, and workshops to gather information required to perform assigned job functions. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing

and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”

- May provide training, work direction and guidance to assigned staff as appropriate. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Buyer oversees the complete procurement cycle for a wide variety of assigned commodities and services. Employees prepare a variety of documents, databases and spreadsheets and coordinate and follow up on activities involved with procuring goods and services to assure efficient, fiscally sound and timely purchases. Employees exercise judgment within a defined scope of authority to make efficient, ethical and fiscally sound purchases in compliance with applicable laws, ordinances, rules and regulations. Levels are differentiated by complexity of work assignments, scope of independence and discretion in decision-making and levels of proficiency in both knowledge and expertise in District procurement processes and regulations.

The Buyer I is the primary level classification in the series. Under general supervision employees supports the day-to-day operations of the procurement cycle for assigned commodities and perform the most basic, routine, repetitive activities within the various areas of the buyer purchasing process, such as obtaining price quotations, executing purchase orders and performing related tracking and follow up activities. Decision making is limited to established processes and procedures.

The Buyer II is the professional-level classification in the series. Employees at this level are responsible for the full scope of the procurement cycle for assigned commodities, which are typically of a greater value, scale and/or technical complexity than those handled at the Buyer I classification level. Employees design, implementation and management of district standards for assigned commodities and apply detailed knowledge of, and enforce, local, State and federal laws, District rules, policies and procedures. Employees may provide work direction and guidance to employees at the Buyer I classification. As subject matter experts, employees serve on District committees and cross-functional teams to collaborate on ensuring best-practices in process implementation and develop and deliver related trainings.

This classification differs from the Contract Analyst series in that the Buyer is focused on sourcing goods and services that are procured (1) pursuant to a price agreement or cooperative contract, or (2) below the legal threshold requiring formal solicitation. The Buyer has daily interaction with suppliers of goods and services and submits and processes purchase orders through the District’s purchasing software system. The Buyer does not conduct formal solicitations (RFPs, ITBs) and does not require professional certification training.

EMPLOYMENT STANDARDS

Knowledge of:

Commodity markets, prices and sources of supply.

Provisions of the Public Contract, Government and Civil Codes of the State of Oregon pertaining to public agency purchasing.

Preparation and interpretation of purchase specifications.

Procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues.

Commodity testing organizations and facilities.

Sources of authoritative manufacturing and marketing data.

Governmental purchasing procedures.

Computer software applications such as Microsoft Word, Excel, Outlook, and PowerPoint.
Specialized purchasing, inventory and similar software.
Current technologies, office equipment and software.
Effective written and oral communication techniques.
Techniques and principles of high-quality customer service.

Ability to:

Communicate effectively with District personnel and vendors.
Determine compliance of materials with specifications.
Compile and write clear and concise reports.
Understand and apply code provisions and legal opinions pertinent to purchasing.
Develop and maintain good relations with vendors, governmental officials, and District personnel.
Learn and perform the functions of the public agency procurement by applying district, state and federal laws, rules, policies and regulations.
Learn, understand, interpret, apply and explain district and department rules, policies and procedures related to procurement and contracts.
Perform basic to advanced procurement services for the District-wide purchasing program, as designated by level.
Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.
Learn and implement PPS Equity in Public Purchasing and Contracting board policy and related procedures.
Maintain accurate records.
Learn and develop expertise in performing duties through a variety of specialized financial software programs.
Provide effective customer service, exercising discretion, tact and diplomacy.
Establish and maintain effective relationships with those contacted in the course of work.
Meet deadlines and schedules, while adapting to changing work priorities.
Demonstrate and model highly ethical standards in the performance of assigned duties.
Develop the skills and ability to and provide training, work direction and guidance to designated staff as appropriate.
Work independently with minimal supervision.
Communicate effectively both orally and in writing.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Buyer I classification requires an Associate's degree in Purchasing Management, Supply Chain Management, Finance, Business Administration, or a related field and one (1) year of basic procurement experience, including writing bid specifications.

The Buyer II classification requires an Associate's degree in Purchasing Management, Supply Chain Management, Finance, Business Administration, or a related field and three (3) year of the full scope of the procurement cycle for commodities and services, preferably in a public agency.

Two (2) years of additional procurement experience in a public agency may substitute for the Associate's degree.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is typically performed in a business office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt

Bargaining Unit: N/A

Salary Schedule: Confidential Professional and Management

Salary Grade: BI-17;BII-23

Approval Date: December 6, 2016

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P