

Buyer II

Position Details

Class Code: 3082

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, processes procurement activities within a given material group or commodity for equipment, supplies, and services 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. Analyzes purchase requests to ensure that acquisitions comply with District guidelines and state statutes.
2. Works with customers regarding alternative products/methods, standards, and more cost-effective products.
3. Demonstrates proficiency in utilizing purchasing software.
4. Understands and effectively applies District and Purchasing Department policies and International Organization for Standardization (ISO) procedures to assure transactions are processed appropriately.
5. Identifies potential suppliers through market research to cultivate a competitive marketplace.
6. Develops specifications for informal competitive activities.
7. Develops and understands functional requirements of items/services purchased in areas of responsibility.

8. Assists in researching other government contracts to determine viable contract joinder opportunities.
 9. Assists in disputes, appeals, and claims research with minimal administrative support.
 10. 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.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Processes shopping carts and informal competitive activities, assists commodity team in expediting, 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 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 Microsoft Office software, including Excel.
5. Knowledge of automated purchasing systems.
6. Knowledge of basic recordkeeping/business practices.
7. Ability to coordinate activities between departments.
8. Ability to provide an accurate and detailed work product.
9. Ability to monitor and manage the formal bid process.
10. Ability to develop specifications and evaluate alternate product submissions.
11. Ability to perform routine mathematical calculations.
12. Ability to understand, explain, and apply written/verbal instructions, practices, and procedures.
13. Knowledge of business English and spelling; ability to clearly communicate contract language and information, verbally and in writing.

14. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.)
 15. 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.
 16. Ability to establish and maintain effective working relationships with District employees, suppliers, and the public.
 17. Ability to perform duties with a professional work ethic and cooperative attitude.
 18. Ability to work flexible hours or shifts as necessary for efficient department operations.
 19. Ability to learn/apply purchasing practices, procedures, regulations, and laws.
 20. Ability to work with paper/electronic records, task lists, workflows/approvals, and calendars.
 21. Ability to plan, organize, and prioritize work.
 22. Ability to recognize and report hazards and apply safe work methods.
 23. 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. Three (3) years' experience working in purchasing activities; or, Associate's degree from an accredited college/university; plus, one (1) year of experience working in purchasing activities; or, Bachelor's degree from an accredited college/university in accounting, business, economics, jurisprudence, paralegal, finance, or other business-related 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 similar program(s).
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. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Transcript(s) 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: 07/07/23
- Created: 02/17/10