



EMPLOYEE NAME: _____

Revised: 5/95; 9/96; 10/97; 1/98; 3/03; 6/04; 7/05; 9/06, 07/08; 11/09;
2/11; 3/11; 10/12; 8/15; 4/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Buyer, Procurement Services	JOB CODE: 474A
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Assistant Director, Procurement Services	PAY GRADE: Rank VIII (CT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provide assistance in the purchase of goods and services in accordance with applicable laws, rules, regulations, and policy of Cobb County School District, the State of Georgia, and the federal government.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Associate Degree preferred
2.	Certification/License Required: None; Certified Professional Public Buyer (CPPB) preferred
3.	Experience: 3 years of experience in issuing formal written solicitations preferred; bookkeeping and other procurement-related responsibilities or, in lieu of experience, Associate or Bachelor Degree with classes in finance, accounting, procurement, materials management, logistics, or related fields
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent written and oral communication skills; computer (Microsoft Office, Internet Explorer, Adobe Writer), analytical and organizational skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Advises and assists customers (Schools and Departments) with less complex solicitations including the following tasks: Developing specifications, identifying potential suppliers, issuing solicitations, accepting and tabulating supplier responses; evaluating responses by verifying references and other pertinent information in responses; making award recommendations, assimilating, completing, and maintaining all pertinent information in the file related to a solicitation in compliance with District and State records retention laws and applicable statutes, policies, and regulations; distributing award notifications to user Departments and awarded suppliers; seeking renewals on awarded solicitations.
3.	Assists Procurement staff in the development of specifications, issuance of solicitations, and evaluation of responses for complex solicitations under the guidance of Procurement leadership including the following tasks: Preparation of correspondence to vendors, school and Department staff, maintain suppliers' list(s), notify suppliers of solicitation; assist with tabulation of responses, issue reference requests, take meeting minutes; assimilate, complete, and maintain all pertinent information in the file related to a solicitation in compliance with District and State records retention laws and applicable statutes, policies, and regulations; distribute award notifications to user departments and awarded suppliers; seek renewals/extensions on awarded solicitations.
4.	Reviews and approves purchase orders based on established competition thresholds, CCSD policies, and currently awarded contracts.
5.	Maintains Procurement Services Internet and Intranet websites to include posting current information for Procurement staff while ensuring consistency, maintaining associated procedures, and maintaining professional, updated appearance of site.

6.	Runs procurement related reports in the CCSD Financial System and compile other industry and procurement data from various sources as needed.
7.	Assists in registration of new vendors and maintains District vendor database.
8.	Provides training and support to school staff, central office staff and vendors on CCSD Procurement procedures and processes.
9.	Maintains current knowledge of purchasing practices through vendor contact, organization memberships, trade literature, training, and trade shows.
10.	Assists with development and updating Procurement related training materials.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____