



EMPLOYEE NAME: _____

Revised: 5/95; 10/96; 2/97; 1/98; 3/03; 6/04; 7/05; 7/09; 9/09;
2/11, 10/12; 10/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Senior Buyer	JOB CODE: 466C
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Business Services	WORK DAYS: 238
REPORTS TO: Director, Procurement Services	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Solicits to procure goods and services within applicable laws, rules, regulations, and policy of Cobb County School District, the State of Georgia and the Federal government.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or the equivalency required (2 years of similar level experience = 1 year of college). A combination of experience and education may be used to meet the degree requirement; however, the work experience years used to qualify for the degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None; Certified Professional Public Buyer (CPPB) or equivalent certification preferred
3.	Experience: 3 years of experience in a procurement-related position including, but not limited to, issuing solicitations, negotiating contracts, etc.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer (Microsoft Office, Internet Explorer, Adobe Writer), analytical, organization, planning

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 (departments and schools) in the development of specifications and planning for purchases.
3.	Prepares and issues solicitations based on understanding of the market, technical requirements, and customer needs while ensuring process integrity.
4.	Employs various techniques including price and cost analysis, evaluation of technical capability, evaluation of business stability and negotiation with suppliers to determine appropriate contract award recommendation based upon solicitation requirements.
5.	Protects the customer's interest if the terms, conditions, or quality standards of the contract are not followed by the successful supplier.
6.	Maintains contact with suppliers to both identify prospective suppliers and encourage their participation in CCSD's procurement process.
7.	Maintains current knowledge of purchasing practices through vendor contact, organization membership, trade literature, training, and trade shows.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____