



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Buyer II
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	102
<b>Reports to:</b>	Director of Purchasing
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Buyer II is a purchasing professional who coordinates and completes buying assignments of a complex nature requiring substantial experience in assigned commodities and purchasing procedures.

**Essential Functions:**

- Supervises and participates in purchasing supplies and equipment
- Create and review requisitions and purchase orders for accuracy & completeness
- Solicit written and/or oral quotes from vendors
- Participates in the development of Request for Proposals (RFP)/ Invitation for Bids (IFB) solicitation documents
- Supervises and participates in tabulating and analyzing proposals / bid data, and awarding of purchases in compliance with State and Board policies
- Prepares specifications for commodities on monthly basis or annual contract; prepares and checks awards, and extends cost on a monthly and annual bids'
- Arranges for demonstration of products by vendors; and works with committees appointed for analyzing bids and selecting samples
- Supervises Buyers / clerical staff; and generates various purchasing summaries, reports, and cost charts indicating trends of pricing
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

**KNOWLEDGE OF:**

- Current district and department purchasing policies and procedures
- Applicable sections of current State Education Code and other applicable laws
- Purchasing procedures, terminology, inventory control and warehousing methods and procedures
- Types and sources of supplies
- Record-keeping techniques
- Operation of a computer
- Bid specification preparation
- Basic research methods
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Principles and practices of supervision, training and providing work direction
- District organization, operations, practices, objectives and goals

**ABILITY TO:**

- Perform technical duties in the purchase of District supplies, equipment and services
- Exercise sound judgment in the purchase of a variety of materials, supplies and equipment
- Prepare complete and concise specifications



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- Read, interpret, apply and explain current rules, regulations, policies and procedures
- Operate a variety of office equipment including computer
- Train, supervise, evaluate, and provide clear expectations to assigned personnel
- Establish and maintain cooperative and effective working relationships with a diverse range of people
- Maintain records and prepare reports
- Plan and organize work to meet schedules and timelines
- Work independently with little direction
- Add, subtract, multiply, and divide quickly and accurately
- Analyze situations accurately and timely and adopt effective courses of action
- Learn new or updated computer systems/programs or skills to apply to current work
- Communicate, understand, and follow both oral and written directions effectively
- Communicate using patience and courtesy in a manner that reflects positively on the organization
- Assist in sustaining and monitoring the financial viability of the district
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations

**Experience:**

- Minimum of 6 years' experience as a purchasing professional in a Public Sector purchasing environment
- Minimum of 4 years' experience as a purchasing professional in the role of Buyer in a public sector environment
- Demonstrated success in the use and successful implementation of the commodity purchasing process
- Demonstrated success in the use and successful implementation of Request for Proposal (RFP) / Invitation for Bid (IFB) solicitation process & applicable best practices
- Demonstrated success in the use and successful implementation of Public Sector contractual process & applicable best practices
- Skilled in the use of Enterprise Resource Planning (ERP) procurement software (SAP software preferred)
- Proficient in the use of Microsoft Office Suite Applications

**Education:**

- Bachelor's Degree in Business Administration or related field (required)
- Master's Degree (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

Employee	Date
Immediate Supervisor	Date

Human Resources	Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***



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