

TITLE: BUYER
SECTION: Finance Department
REPORTS TO: Assistant Secretary-Treasurer

#131

SUMMARY

Under the general direction of the Assistant Secretary Treasurer or designate, provides procurement expertise related to the acquisition of goods, materials and services for the School District. This includes assessing needs, working with end users to create detailed specifications, using a variety of competitive bidding methods and negotiating single source contracts. The position ensures that purchasing decisions are defensible, ethical and the best overall value to the School District.

DUTIES

1. Makes procurement decisions relative to goods, materials, and services and ensures such decisions are in compliance with Board purchasing policy and procedures.
 2. Liaises with outside agencies, suppliers and District staff to obtain, review and analyze data on goods/materials/services and makes recommendations to meet District requirements.
 3. Manages the procurement process including advertising opportunities, finding prospective suppliers and facilitation of consensus meetings to evaluate responses to supplies request as necessary.
 4. Coordinates and prepares as necessary tenders, request for proposals and request for qualifications documents.
 5. Maintains the integrity of tender and bid processes.
 6. Administers and maintains controls of the Purchasing Card Program.
 7. Provides technical and procedural support to users of the District's on-line purchase requisition systems.
 8. Determines the correct application of federal and provincial sales taxes and customs and excise duties and obtains release of goods through customs.
 9. Maintains records related to the purchasing systems including purchase order follow-up, purchase requisitions, tenders and related correspondence.
 10. Coordinates installation, repair and changes of telephone equipment and services, including cellular devices, and photocopiers within the School District.
 11. Acts as liaison between School District and Schools Protection Program.
 12. Reconciles supply documents with orders and contracts, corrects as necessary.
 13. Ensures efficient delivery of purchased goods and materials to school and district sites.
 14. Performs other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent.
- Four years purchasing experience in a public or private sector purchasing department.
- Diploma/Certificate in Supply Management.
- Experience working with a computerized purchasing system.
- Demonstrated ability with Microsoft Office applications.
- Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Excellent organizational, interpersonal and communication skills.
- Ability to manage multiple projects, set priorities, work independently, perform duties with speed and accuracy, and work effectively under pressure and tight deadlines.
- Ability to operate standard office equipment

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2012.04.10

School District 68 (Nanaimo-Ladysmith)