

TITLE: Buyer  
SECTION: School Board Office – Business Services – Purchasing  
REPORTS TO: Assistant Secretary-Treasurer

#### SUMMARY:

Under the direction of the Assistant Secretary Treasurer, the Buyer provides procurement knowledge related to the acquisition of goods, materials and services. This includes assessing needs, contributing to creating detailed specifications, using a variety of competitive bidding methods and negotiating directly with suppliers. The position creates and issues RFX documents and provides analysis on confidential bidding information as required. The position guides and advises District staff to ensure that purchasing decisions are in accordance with public procurement laws and the District's purchasing policy.

#### DUTIES:

1. Responsible for purchasing decisions relative to material, equipment and services in accordance with the district's purchasing policy and applicable government regulations.
2. Processes, audits and prioritizes purchase requisitions and reviews for complete specifications, delivery dead-lines and account information.
3. Assigns priorities, monitors and directs the Shipping and Receiving Clerk.
4. Liaises with outside agencies, suppliers and district staff to obtain, review and analyze data on materials/equipment/services and makes recommendations to meet district requirements.
5. Monitors, develops and evaluates the tender process by:
  - a) Monitoring contract expiry, prioritizing and preparing request for quotation; invitation to tender; request for proposal documents and addenda.
  - b) Develop and improve templates by adding, revising, and deleting clauses that will better enable the District to make purchasing decisions that are defensible, ethical and best overall value.
  - c) Oversee the competitive bid process and ensure government regulation requirements are met including posting on BC Bid web-site.

- d) Assist departments/schools in developing evaluation criteria for request for proposals and participate as a member of the evaluation committee if requested.
  - e) Open tenders providing analysis and recommendations if required.
  - f) Participate in proponent debriefing process if required.
6. Establish and maintain relations with suppliers. Work with suppliers to resolve any discrepancies/problems with orders. Audit and approve supplier invoices for payment ensuring contract pricing is charged where applicable.
  7. Process requisitions using a computerized financial system, contacting suppliers for price information when required. Research products if required. Generate purchase orders in financial system and send to suppliers.
  8. Order a variety of products using e-commerce.
  9. Manage District cell phone plan and distribution of devices by liaising with department heads, principals and service provider for new activations or existing hardware replacement. Monitor contract and maintain master cell phone spreadsheet.
  10. Administers District Purchase Card Program. Prepare and distribute Purchasing Card information packages instructing end users in procedures for card use. Works with service provider and end users to resolve various card problems. Monitors master list of all card-holder information and ensures card-holder agreements are signed and returned to Purchasing Department.
  11. Send RFQ's to suppliers for items that do not require the tendering process. Negotiate price/term as required. Negotiate directly with suppliers where applicable.
  12. Advise sites of providers for the negotiated services contacting suppliers to arrange onsite work when required.
  13. Determines the correct application of federal and provincial sales taxes and customs and excise duties. Arrange customs clearance for US shipments when applicable.
  14. Attend Broader Public Sector Purchasing meetings and participate as a member on behalf of School District #79.

15. Oversees annual standing purchase order requirements. Maintains master standing purchase order lists.
16. Create contracts from tender documents as required.
17. Oversee and maintain bulk order lists for classroom; first-aid and art supplies in financial system. Manage commodity codes in financial system.
18. Assist in contract management for photocopiers in the District.
19. Assistant departments/schools in maintenance of telephone systems.
20. Assists Shipping and Receiving Clerk and Operations Warehouse Person in inventory control including establishing min/max and re-order levels.
21. Performs transient and emergent back-up duties for Shipping & Receiving Clerk.
22. Operates standard office equipment, including a personal computer, photocopier, fax machine and provides first-line maintenance as required.
23. Performs other duties as assigned that are within the area of knowledge and skills of the position.

QUALIFICATIONS:

Education – the applicant must have completed

- Grade 12
- Supplemented by the completion of over two and up to three years of studies leading towards a Supply Chain Management Professional (SCMP).

Skills – the applicant must have

- Intermediate computer skills.
- Demonstrated ability to supervise.

Experience – the applicant must have

- Greater than four years purchasing experience in a public or private sector purchasing department.

Other – the applicant must

- Have experience working with computerized purchasing and inventory systems together with spreadsheet, database and work processing applications in a Windows environment.
- Have the ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
- Be physically capable of performing the job duties.

**JOB EVALUATION**

COVERING

**SCHOOL DISTRICT NO. 79 (COWICHAN VALLEY)**  
(EMPLOYER)

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 606**

**ADVICE OF RATING**

EMPLOYEE NAME:	
JOB TITLE:	76 – Buyer
LOCATION:	Purchasing Department
EFFECTIVE DATE:	December 9, 2008

This is to advise that the rating for the job to which you have been appointed is as follows:

**JOB RATING**

Factor	Edu	Exp	Jud	A/D	Phy	Dex	Acc	Saf	Sup	Con	W/C
Degree	6	7	4	3	3	4	4	2	2	4	1
Total Points	402										

RATING CLASSIFICATION: LEVEL	18
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