

## Job Description

**Job Title:** Buyer  
**Pay Grade:** 36  
**Job Classification:** Exempt

**Supervisor:** Director of Purchasing

**Contract Length:** 245 Days

### Job Summary

Position is responsible for the procurement of routine and moderate to highly technical/complex commodities and services utilizing solicitation methods including Requests for Quotations (RFQs), Invitations for Bids (IFBs), and Requests for Proposals (RFPs) in accordance with legal requirements and school division policies/procedures.

### Essential Duties

1. Ensures compliance with federal and state procurement law, school division policies and procedures, state and federal antitrust law, the Uniform Commercial Code and other procurement-related laws.
2. Promotes efficient, cost-effective business practices in establishing contracts and ensures compliance with sound business practices. Conduct periodic reviews to determine requirements for contract renewals and terminations.
3. Provides guidance and direction to departments/schools regarding solicitation specifications/requirements, legal provisions, ethical issues, management of vendor performance, and contract interpretation/administration; ensures the integrity of the government procurement process is upheld.
4. Develops routine and moderate to highly technical/complex specifications, special instructions/conditions, and requirements for RFQ and IFB solicitations; evaluates quotes/bids and recommends award of contracts to the lowest responsive and responsible bidder.
5. Develops scope of work and requirements for RFPs in conjunction with departments/schools; establishes evaluation methodologies; determines pricing structures and negotiation strategies for competitive negotiations.
6. Chairs RFP evaluation committees; facilitates committee sessions; evaluates proposals; conducts competitive negotiation sessions; recommends contract award to the most qualified offeror; prepares/reviews legal contract verbiage/document.
7. Conducts pre-bid and pre-proposal conferences with prospective bidders and offerors; prepares/issues written addenda as required.
8. Serves as a liaison between the school division and prospective bidders/offerors and vendors. Interviews vendors to maintain technical knowledge of goods/services and to stay abreast of product developments/market conditions.
9. Monitors vendor performance and initiates corrective action within legal parameters of contractual provisions as necessary; assesses nonperformance situations and initiates contractual default/breach proceedings as required.
10. Formulates and presents determinations/findings based on sufficient substantiation/justification to withstand legal scrutiny of procurement decisions/actions.
11. Prepares reports and formal correspondence.
12. Recommends and assists in development and maintenance of public contracting policies/procedures; updates solicitation formats to comply with changes in government procurement laws, regulations and/or policies.
13. Maintains through continuing education, knowledge of modern concepts, practices, and principles as related to governmental purchasing, laws, regulations, and competitive bidding processes.
14. Models nondiscriminatory practices in all activities.
15. Completes electronic reconciliation for all P-Card transactions during each billing cycle.
16. Provides ERP system end user support and training.
17. Contributes to team environment by providing peer guidance, direction and documentation to colleagues within the department.
18. Provides guidance to departments when grant funds are awarded to ensure strategic planning of future procurements.
19. Receives and checks purchasing requests for conformity with budget, proper coding, authorized approvals, and other rules and regulations.
20. Conducts trend analysis on past purchases and projects to estimate future requirements and make cost effective recommendations.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Other Duties**

1. Performs Secretary III duties at various times to ensure coverage during any and all absences of staff member.
2. Assists accounting staff when needed, matching invoices for payments and resolving errors.
3. Performs any other related duties as assigned by the Purchasing Director or other appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications**

Must possess a Bachelor’s degree in business, public administration, or a related field and considerable related experience in a governmental purchasing environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Experience in preparing/processing government RFP’s, RFQ’s, and IFB’s is highly desired. Must possess VCO (Virginia Contract Officer) or CPPB (Certified Professional Public Buyer) or be able to obtain certification within two years from date of hire. Must possess considerable knowledge of governmental procurement law; and the ability to analyze/interpret legislation, policies, procedures, and procurement documents. Must possess considerable knowledge of, and the ability to practically apply governmental purchasing concepts, techniques, and principles to include “best practice” control and monitoring techniques, complex contract provisions, basic terms/conditions, and bonding/insurance requirements. Must possess a demonstrated ability to identify, select, and negotiate with vendors/contractors. Must possess the ability to make sound purchasing recommendations/decisions and prepare supporting substantiation/justification. Must possess skills in the operation and use of microcomputer applications to include word processing, spreadsheet, and database software. Must possess a skill set that includes working in various ERP, financial or e-procurement systems. Must possess excellent communication, analytical, negotiation, and interpersonal skills. Must possess the ability to establish/maintain effective working relationships with vendors, school division personnel, and the general public.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; to bend, stoop, walk and reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Director of Purchasing

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Buyer will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Purchasing or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date