

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6195
Pay Grade: D11

FLSA: Non-Exempt

BUYER II

MAJOR FUNCTION:

Performs advanced, specialized duties involving purchasing activities necessary for the procurement of material, supplies, equipment, and/or services within an assigned area. Work includes duties pertaining to the formal bidding process such as specification review, issuing bid invitations, and attending bid openings.

DUTIES AND RESPONSIBILITIES:

- Reviews and processes requisitions within assigned area.
- Secures prices from vendors and obtains written quotations when required.
- Selects or recommends supplier based on price or, in emergency situations, source availability.
- Places orders for needed items, based upon available funds; determines acceptable substitutes when necessary.
- Reviews specifications used as a basis for bids and edits, summarizes, and rewords where necessary.
- Prepares and distributes bid invitations on items over \$25,000.
- Attends, and may preside over, bid openings; tabulates bids, assists user departments in the evaluation thereof, and prepares formal tabulation sheets for presentation to the School Board.
- Confers with vendors on products; inspects or reviews samples, specifications or illustrations on new materials; attends product demonstrations.
- Maintains vendor lists, catalogs, and price sheets.
- Follows up on bid and routine purchases, expedites delivery, authorizes payment of invoices; resolves invoice and delivery discrepancies.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Associate's degree with business courses, plus one (1) to three (3) years experience in large scale governmental purchasing or related field, or an equivalent combination of education, training, and experience.

ISSUED: 9/79 SSN; REVISED: 1/86 PBL; BOARD APPROVED: 1/29/86; CHANGE IN SALARY SCHEDULE; BOARD APPROVED: 12/6/94; REVISED WC: 4/04 LM; REVIEWED, REVISED D&R: 11/06 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BUYER II

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors			X		
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Buyer II - PESPA