



## BUYER, SENIOR (Continued)

- \* (9) Interact with vendors on a regular basis and maintain Purchasing Department vendor library.
- \* (10) Prepare reports and correspondences related to purchasing.
- \* (11) Adhere to state statutes and district purchasing policies and procedures.
- \* (12) Serve on school/district committees as required or appropriate.
- \* (13) Adhere to good safety standards.
- \* (14) Attend all staff meetings and workshops.
- \* (15) Assist with maintaining a clean and orderly environment.
- \* (16) Be knowledgeable of and adhere to Board policies and procedures.
- \* (17) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- \* (18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (19) Demonstrate initiative in the performance of assigned responsibilities.
- \* (20) Demonstrate support for the school district and its goals and priorities.
- \* (21) Exhibit interpersonal skills to work as an effective team member.
- \* (22) Follow attendance, punctuality and proper dress rules.
- \* (23) Maintain confidentiality regarding school/workplace matters.
- \* (24) Maintain expertise in assigned area.
- \* (25) Manage time efficiently.
- \* (26) Model and maintain high ethical standards.
- \* (27) Participate in cross-training activities as required.
- \* (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (29) Maintain updated and accurate records.
- \* (30) Represent the District in a positive and professional manner.
- (31) Perform other duties as assigned.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 11**

Adopted 10/19/10

Revised: 8/29/19 (Superintendent)