



Job Title: Buyer

Department: Materials Management

Reports To: Director

Grade: BG-04

Number of Days: 12 Months

Security Access: ESC

Overtime Status: Exempt

Last Revised Date: September 6, 2023

Oklahoma Teacher's Retirement: Optional Participation

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Responsible for procurement of assigned commodity groups.

Minimum Qualifications:

Education:

- Bachelor's degree in business, finance, accounting, or related field

Experience:

- Three (3) years of management experience preferred
- Five (5) years of purchasing experience in a Government setting preferred
- Previous experience working with an ERP system and RFP processes

Specialized Knowledge, Licenses, Etc.:

- Purchasing certification preferred; NIGP-CPP, CPPB, CPPO
- Proficient in Microsoft Office Suite and Google Office Suite
- Bilingual in Spanish is a plus

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Ability to understand, explain, and apply the laws, regulations, policies, procedures, specifications, standards, and guidelines governing district activities
- Ability to understand and apply the district's procedures and guidelines governing the purchase of supplies, materials, and equipment.
- Determines availability, pricing, and suitability of Offerors products/goods and services and reports information as requested.
- Review requests submitted by TPS personnel for purchasing supplies and equipment according to policies and procedures, rules and regulations, and Department written directives and budget information
- Create and maintains shared spreadsheets, manages reporting, and compiles management trend reports as needed
- Responsible for all compliance documentation relating to each purchase
- Utilizes sound purchasing practices and adheres to a strict code of ethics
- Manages the RFP (Request for Proposal) process- including documentation, vendor interviews, timelines, scorecards, bid tabs and contracting.
- Aids in creation of Munis training materials and leads live Munis training sessions
- Participates in all MUNIS testing and implementation
- Acts as Coordinator for the district's procurement card program (pcard)
- Serves as the main contact for district vending suppliers
- Performs other tasks, duties, or services as consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Open to change and applies critical thinking while developing solutions based on new guidelines, methods, and technologies
- Ability to oscillate between independent and collaborative work with ease
- Ability to manage both up and down and create buy-in from people with diverse perspectives and backgrounds for new ideas and approaches
- Ability to work in a fast-paced environment
- Excellent written and verbal communication skills
- Meticulous attention to detail and good organizational skills
- Demonstrates analytical skills and the ability to take information from multiple sources to create a solution
- Customer service focused with a team attitude

Customer Contacts:

- **Internal:** TPS District Employees
- **External:** Vendors and Suppliers

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Physical requirements consistent with an office setting

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process,

please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.