



## Job Description

**Job Title:** Buyer Manager  
**Position Code:** 4E09, DE09  
**Job Classification:** Exempt

**Supervisor:** Director of Purchasing  
**Pay Grade:** 39  
**Contract Length:** 245 Days

### Job Summary

The position is responsible for procurement, negotiations, contract development and contract administration of complex, high dollar procurements for services/goods including complex software and hardware purchases. This position also serves as a mentor to clerical and Buyer staff; approves leave for buyer and clerical staff; orients, trains, and instructs new department staff; provides day-to-day guidance and direction to Buyers in all phases of the procurement process and in procurement-related matters; and coordinates/ensures training of decentralized staff. Position serves as a lead staff member within the Purchasing Department.

### Essential Duties

1. Coordinates and directs procurement processes, teams, meetings, supplier education, and contract administration for high dollar, complex procurements within the division including software, hardware, and other high level, high visibility procurements in accordance with State and Federal law and School Board policy.
2. Reviews and revises as necessary, complex technical documents such as software license agreements complex technical hardware purchase, maintenance and support contracts, etc ; develops working procedures for operational and day-to-day procurement activities for Buyers and staff in other departments; provides guidance and assistance to departments in contract administration.
3. Develops scope of work and performance requirements for division-wide solicitations; determines evaluation methodologies, negotiation strategies, and pricing structures for all aspects of solicitations and contract formulation. Establishes representative interdisciplinary teams from within the division to ensure user-friendly, efficient, effective contracts for goods/services required.
4. Assists Purchasing Agent by providing oversight/management of Buyer workloads to ensure balanced workloads within areas of expertise as well as timely processing; by mentoring Buyer and clerical staff in day-to-day operational and procurement activities; by providing review of Buyer solicitations prior to award recommendation to the Purchasing Agent.
5. Conducts analysis of vendor cost/price proposals and construction schedules of values; negotiates change order proposals; performs assessment of CPI/PPI adjustments and division-wide cost analysis of operations for services requested; conducts best-value analysis, life cycle cost analysis, and lease/ purchase analysis.
6. Conducts research and analysis on division requirements received from schools/departments to ensure strategic, long term division-wide goals and objectives are addressed in the procurement process to maximize benefits to the division.
7. Conducts analysis of historical and projected division purchases to ensure economies of scale are achieved and value-add services are incorporated as appropriate; mentors Buyer staff in conducting analysis of historical and projected usage data to appropriately establish pricing agreements and other purchasing arrangements with suppliers through competitive solicitation to reduce direct and indirect division costs and increase operational efficiencies.
8. Functions as a mentor providing guidance, assistance, and training to Buyers in the preparation of Requests for Quotation (RFQ), Invitations for Bid (IFB), Requests for Proposal (RFP), and in the contract process, including mentoring in the development of contract language, technical specifications, evaluation techniques, selection of vendors/contractors.
9. Reviews, approves, and signs contracts/purchase orders in the absence of the Purchasing Agent and Contract Specialist and as otherwise directed by the Purchasing Agent; oversees the day-to-day operation of clerical and Buyer staff.
10. Evaluates applications for employment in the Purchasing Department, participates in the selection process, and provides staffing recommendations to Purchasing Agent.

11. Establishes and maintains relationships with prospective bidders and offeror's to obtain clarification and technical knowledge of goods and services offered and to stay abreast of market conditions affecting NNPS requirements or potential requirements; monitors contractor performance and provides guidance and direction to assist suppliers in maintaining/resuming satisfactory performance.
12. Prepares reports and formal correspondence.
13. Develops, recommends, and maintains public contracting policies and procedures; and updates solicitation formats to comply with changes in government procurement laws, regulations and/or policies.
14. Utilizes strong oral and written communication skills for dissemination of procurement and contract information to the division and supplier community.
15. Models nondiscriminatory practices in all activities.

(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 any other related duties as assigned by the Director of Purchasing 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 at least five (5) years of progressively responsible experience in a governmental purchasing environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess experience in preparing/processing government RFP's, RFQ's, and IFB's. Certified Professional Public Buyer (CPPB) preferred. 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 as well as commodity specific terms & conditions, and bonding/insurance requirements. Must possess a demonstrated ability to identify, select, and negotiate with contractors, vendors, and consultants. Must possess the ability to make sound purchasing recommendations/decisions supported by legally defensible justification/substantiation. Demonstrated ability to lead, supervise, train and evaluate the work of others required. Ability to apply broad computer technology in a wide array of purchasing functions. Must possess excellent communication, analytical, negotiation, and interpersonal skills. Demonstrated ability to successfully handle conflicts and pressures associated with meeting deadlines, negotiating contracts, and administering contracts and managing contractor nonperformance issues. Must possess the ability to establish/maintain effective working relationships with the vendor community, 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

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