

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6196  
Pay Grade: D12

FLSA: Non-Exempt

**TECHNICAL BUYER**

**MAJOR FUNCTION:**

Performs advanced, specialized duties involving purchasing activities necessary for the procurement of highly technical and specialized 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 requests for proposals, leading contract negotiations, and presiding over bid openings. Work also includes leading and managing technically complex departmental information technology projects.

**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.
- Presides over bid openings, tabulates bids, assists user departments in the evaluation thereof, and prepares formal tabulation sheets for presentation to the School Board.
- Leads the process of direct contract negotiations with vendors to establish contracts for a variety of products and services when appropriate.
- Facilitates the evaluation process for requests for proposals and assists the evaluation committee in arriving at consensus on the selection of the successful vendor(s).
- 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.
- Expedites delivery of purchases.
- Authorizes payment of invoices; resolves invoice and delivery discrepancies.
- Serves as liaison with MIS Department to implement new information technology applications within the department.
- Performs other related work as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree with information technology and business courses, plus one (1) year of experience in large scale governmental purchasing, information technology, or a related field.

ISSUED: 9/05 AK; BOARD APPROVED: 10/11/05.

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

## TECHNICAL BUYER

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Technical Buyer – NR