

Job Title: DIRECTOR OF PURCHASING
Reports to: Chief Financial Officer
Dept. /School: SPC – Administration Building
Wage/Hour Status: Exempt
Date: November 13, 2017

Primary Purpose

Plan, organize and supervise the comprehensive purchasing functions for the District in compliance with mandated requirements; overseeing daily activities regarding processes or bid status; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers and achieving departmental objectives and goals.

QUALIFICATIONS

Education/Certification

Bachelor's Degree in Business or Accounting
TASBO certification - Preferred

Special Knowledge/Skills

Knowledge of relevant purchasing state statutes, state Department of Education rule, and, School Board policies related to purchasing activities.

Ability to plan, organize and prioritize activities related to assignment.

Ability to analyze, interpret and use data in decision-making.

Ability to direct and manage the purchasing activities of the district.

Develop and implement purchasing procedures to process bids and purchase orders and ensure compliance with applicable state laws and regulations.

Effective communication and interpersonal skills.

Ability to supervise personnel.

Experience

Minimum three years managerial experience, preferably in a public education environment. Experience working with computer software applications, including Skyward – Preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Administer bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
2. Analyze and award bids and/or proposals as authorized by the District purchasing policies and procedures and make recommendations for award to the School Board for their review and approval.
3. Through evaluation of competitive proposals, assist District staff in selecting the vendor most appropriate to meet their needs. Ensure selection is fair and legally defensible. Monitor vendor and product performance to ensure they continually meet the highest standards, negotiating with vendors when appropriate and permitted by law.
4. Process purchasing related information (e.g. bid documents, tabulations, requisitions, product specifications, statement of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established practices.
5. Approve purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, etc. Maintain the Financial Management Purchasing PO Groups and approval levels, making necessary additions and/or changes upon request of the Chief Financial Officer.

6. Research contracts, suppliers, equipment, new products, in order to analyze information to determine product and/or service needs.
7. Continually evaluate products and services offered by existing and prospective vendors. Counsel vendors as needed regarding District procurement policies and procedures, vendor performance requirements and product performance expectations.
8. Administer training for school-based or District-level staff on purchasing procedures as they relate purchasing under our current Financial Management Data System, (e.g. data entry, availability of product or services, approved bid vendors, warehouse orders, fixed assets, etc.) or other training that may become necessary or prudent to enhance the district employee utilization of relevant screens within the finance software system.
9. Serve as liaison with vendors for the purpose of monitoring and/or resolving all concerns/problems pertaining to orders placed/received by the district.
10. Attend meetings (Board, committee, etc.) and prepare reports as requested.
11. Develop and maintain the district purchasing department manual and webpage.

Warehouse and Fixed Assets

12. Supervise and manage the daily operations of the warehousing and distribution system to provide a well-ordered and efficient receiving, storage and distribution system of supplies, materials and equipment.
13. Administer the annual inventories of furniture, fixture, equipment and vehicles; the update of the inventory database to include results of inventories; communicate with the principal or department manager regarding matters relating to the paperwork to receive, move or dispose of property. Coordinate the implementation of property disposition procedures.
14. Maintain accurate and current inventory records of the districts' fixed and movable assets. Oversee the effective implementation for the reconciliation of the inventory system for local maintenance and food service.

Supervisory Responsibilities

15. Attend training sessions/conferences to enhance professional skills and knowledge.
16. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
17. Evaluate job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
18. Prepare and administer department budget. Monitor and authorize expenditures in accordance with established guidelines.

Other

19. Maintain confidentiality of information.
20. Perform all other task and duties as assigned.

EQUIPMENT USED

Personal computer, printer, calculator, fax machine, and copier.

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors Maintain emotional control under stress.
Occasional district and statewide travel.
Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____