

**Job Title:** COORDINATOR, PURCHASING  
**Reports to:** Director of Purchasing  
**Dept. /School:** Central Administration  
**Wage/Hour Status:** Non-Exempt  
**Date:** October 18, 2021

### **Primary Purpose**

Provide support to the District by assisting in the procurement of material and services, bid and purchase order management and maintenance of vendor records.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's Degree (preferred in Business or Accounting)

### **Special Knowledge/Skills**

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

Knowledge of TEA Financial Accountability System Account Codes.

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.

Demonstrate good organizational skills.

Able to perform work as a member of a team.

Able to organize, prioritize and perform tasks with limited supervision.

Able to follow through to completion all assigned tasks.

### **Experience**

Two years' experience in accounting/budgeting at clerical level or equivalent experience.

One years' buying/procurement experience in public sector or school district, preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Purchasing**

1. Assist the Director of Purchasing in processing and submitting all bids and purchase orders as directed and in accordance with established procedures.
2. Assist the Director of Purchasing initiating contact with vendors to check on supply and equipment availability, invoices, purchase orders, and obtaining comparative prices and quotations.
3. Review purchase requisitions/orders for completeness, accuracy, and conformance with procedures and regulations. Recognize deficiencies in source documents and return them to originator for correction.
4. Work with district personnel to determine appropriate bid specifications, sources, availability, pricing, shipping, and receiving for needed items/purchases.
5. Detect and resolve problems with incorrect orders, invoices, and shipments.
6. Assist the Director of Purchasing with researching and preparing bid specifications and documents for items to be purchased, including notice and instruction to bidders, specifications, and form of proposal.

7. Assist the Director of Purchasing in preparing and submitting legal advertisements and schedules associated with assigned bids/RFPs.
8. Assist the Director of Purchasing in bid openings, review of submitted bid responses for compliance, bid tabulations, award recommendations, including board agenda items and acceptance/rejection letters for assigned bids.
9. Responsible for product and vendor searches and purchases as requested via the Internet.
10. Maintain and update vendor information and commodity code listing in Skyward.
11. Keep informed of and comply with district, State and Federal purchasing policies and regulations through on-going training, i.e., staff development training and/or assigned seminars.

**Other**

12. Practice professional office etiquette, work in a cooperative spirit to serve the best interests of the district and to be courteous to students, staff, and the public.
13. Maintain confidentiality of information.
14. Compile, maintain, and file all physical and computerized reports, records, and other documents.
15. Perform all other task and duties as assigned.

**EQUIPMENT USED**

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

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress.  
Occasional prolonged and irregular hours.

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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.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_