

Job Title: Director of Purchasing
Reports to: Deputy Superintendent of Business Operations
Dept./School: Purchasing/Education Center

Wage/Hour Status: Exempt
Pay Grade:
Date Revised: 07/01/08

The following 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.

Primary Purpose:

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, Board Policy, and Administrative Regulations and Procedures. Provide supervisory responsibility for the distribution of supplies, equipment, and textbooks district wide by the District's Distribution Center.

Qualifications:

Education/Certification:

Bachelor's Degree in Business, Accounting, Finance, or related field

Special Knowledge/Skills:

Knowledge of competitive bidding statutes, standards, and purchasing procedures as related to school districts

Knowledge of auditing and accounting principles

Proficient skills in typing/keyboarding and file maintenance

Effective verbal and written communication and interpersonal skills

Ability to work with numbers in an accurate and rapid manner

Knowledge of warehouse/distribution center operations

Ability to supervise personnel

Extensive knowledge of computer technology products

Ability to create and maintain department WEB pages

Ability to use personal computer and software to develop spreadsheets, perform data analysis and word processing

Experience:

Three years professional-level experience in purchasing, general business operations, or education

Such alternatives to the above qualifications as the administration may find appropriate and acceptable

Major Responsibilities and Duties:

Purchasing:

- ____1. Purchase supplies and equipment for the District by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and state purchasing rules.
- ____2. Prepare all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
- ____3. Receive and evaluate formal bids and make recommendations for the award of contracts to Assistant Superintendent of Business Services for school board approval.

- ____4. Purchase all technology related items for the District and maintain database on all technology purchases.
- ____5. Implement, expand, and maintain the on-line purchase order system.
- ____6. Obtain and study comparative prices and quotations. Make purchasing decisions based on information obtained.
- ____7. Develop vendor and bidder lists and approve additions to this list.
- ____8. Approve all purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, coding, etc.
- ____9. Create, maintain, and update the department WEB page.

Inventory:

- ____10. Oversee the receipt, storage, and distribution of all incoming supplies, textbooks, and equipment, including the District's Distribution Center.
- ____11. Supervise publication and distribution of distribution center on-line catalog.
- ____12. Coordinate the disposal of surplus or obsolete assets.

Personnel Management:

- ____13. Select, train, and supervise Purchasing Department and Distribution Center staff, and make recommendations relative to placement, transfer, retention, and dismissal.
- ____14. Evaluate job performance of employees to ensure effectiveness.

Administration:

- ____15. Work cooperatively with district personnel to determine purchasing specifications, sources, availability, pricing, shipping, and receiving.
- ____16. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
- ____17. Administer and maintain the Region 10 mainframe security authorization system.

Assigned Duties:

- ____18. Perform such other duties and assume such other responsibilities as may be assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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