PURCHASING MANAGER

Purpose Statement

The job of Purchasing Manager was established for the purpose/s of planning, organizing and supervising the comprehensive purchasing functions for the District in compliance with mandated requirements; overseeing daily activities including major purchases associated with opening and expanding schools; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

This job reports to Budget & Finance Director

Essential Functions

- Administers 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.

- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.

- Directs all functions related to the purchase of equipment, supplies and services for the school district for the purpose of ensuring compliance with State and Federal regulations and GASB accounting procedures.

- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vender files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

- Manages several contracts (e.g. custodial, telephone, copier, equipment purchases, paper distribution. drivers education. portable classrooms and fleet inventories) for the purpose of complying with district policies.
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- Organizes annual surplus auction for the purpose of providing an efficient process for the district to dispose of obsolete equipment, furnishings and vehicles.

- Oversees required purchasing processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support district operation.

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.

- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of analyzing information to determine product and/or service need and availability as necessary.

- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.

- Serves as liaison with vendors (e.g. telephone service, cell service, fuel, office supplies, etc.) for the purpose of monitoring and consolidation of orders for better management of expenses.

- Supervises assigned staff (e.g. employee concerns/problems, directing work, training, disciplining, performance appraisals, etc.) for the purpose of ensuring work assignments are complete and within department objectives.

- Works with construction or operations personnel to open new, expanded or remodeled schools for the purpose of ensuring that furnishings,equipment, supplies, etc. are in place in accordance with construction timelines and within budget.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; purchasing and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; Federal and State purchasing regulations; education codes; and complex purchasing and accounting work in compliance with State and Federal regulations; GASB accounting procedures; and school board and county policies and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing
None Specified

Certificates & Licenses
Certified Purchasing manager Preferred

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade