



Job Title: Assistant Director/Purchasing

Exemption Status/Test: Exempt

Reports to: Director of Purchasing

Date Revised: May, 2015

Dept. /School: Business Services

Primary Purpose:

Direct and manage the purchasing activities of the district. Ensure compliance with applicable state and federal laws and regulations governing school district purchases of goods and services.

Qualifications:

Education/Certification:

Bachelor's degree in business or accounting

Experience:

Three (3) years' experience in federal program management

Special Knowledge/Skills:

Knowledge of competitive bidding statutes and purchasing procedures

Knowledge of accounting and auditing principles

Proficiency skills in keyboarding and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to supervise personnel

Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Purchasing

1. Oversee purchase of materials 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 in compliance with state purchasing rules.
2. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
3. Evaluate formal bids and make recommendations for the awarding of contracts to director of purchasing for school board approval.
4. Obtain and evaluate comparative prices and quotations. Make purchasing decisions based on information obtained.
5. Develop vendor and bidder lists and approve additions.
6. Approve purchase orders and monitor all purchase requisitions to ensure accuracy of information, calculations, and coding.
7. Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and receipt of proper credit.
8. Maintain a contract calendar.

Personnel Management

9. Select, train, evaluate, and supervise purchasing staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Administration

10. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of buyers.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.