

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: Coordinator of Purchasing

Exemption Status/Test: Exempt

Reports to: Assistant Superintendent for Business & Finance

Admin/Prof Pay Grade: 104 (226 days)

Dept./School: Business Office

Date Revised: 08/25/2021

Primary Purpose:

Coordinate 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

Master's degree in business administration *preferred*

Special Knowledge/Skills:

Knowledge of competitive bidding statutes and purchasing procedures

Knowledge of accounting and auditing principles

Knowledge of Financial Accountability System Resource Guide (FASRG)

Knowledge of Education Department General Administrative Regulations (EDGAR)

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

Bilingual, preferred

Experience:

Two (2) years professional-level purchasing agent experience in public sector

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 chief financial officer 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.

Personnel Management

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

Administration

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

Other

11. Follow district safety protocols and emergency procedures.
12. Has regular in person attendance and complies with notification procedures for absences.
13. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of purchasing staff*

Mental Demands/Physical Demands/Environmental Factors: Standard office equipment including personal computer and peripherals. Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting. Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching. Occasional light lifting and carrying (less than 15 pounds). May work prolonged or irregular hours. Work with frequent interruptions; maintain emotional control under stress

*To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.

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

Reviewed by _____

Date _____