

**Director of Purchasing
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Purchasing

TITLE: Director

QUALIFICATIONS:

1. Bachelor's degree in business and/or public administration or a related field or equivalent combination of education and experience.
2. Five or more years experience in purchasing environment including three years of supervisory/management experience.
3. Other qualifications as the superintendent and board may find appropriate.

REPORTS TO: Chief Financial Officer

JOB GOAL: To effectively manage, direct and coordinate the responsibilities for the Purchasing Department of the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school system purchasing.
2. Supervise a staff for system wide purchasing operations of the New Hanover County Schools, to include procurement of supplies, materials, equipment, services, disposal of surplus property and warehouse operations consistent with applicable laws and regulations.
3. Maintain frequent contact with vendors, administrators and management to provide assistance and new information regarding purchasing needs, acquisition of services, equipment and supplies.
4. Oversee the preparation of appropriate documents necessary for the purchase of materials, supplies, equipment and service contracts, including all bid process documentation.
5. Facilitate the development of systems, policies, and procedures to streamline operational functions within the school/department offices.

6. Evaluate operational procedures and computer software systems to ensure the greatest level of productivity within the area of responsibility; collect data for and prepare required purchasing reports to ensure compliance with related laws and regulations.
7. Develop methods for interaction between employees and managers concerning job responsibilities in order to enhance job satisfaction; solve job-related problems and improve organizational effectiveness; assist in creating an environment that emphasizes a commitment to service.
8. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.
9. Perform other duties and responsibilities as requested by the Chief Financial Officer.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA V

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Thorough knowledge of rules, regulations and NC General Statutes governing public section purchasing.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved purchasing programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.