

Purchasing Officer
New Hanover County Schools

Job Description

Class: Classified
Dept: Purchasing

TITLE: Purchasing Officer

QUALIFICATIONS:

1. High school degree.
2. Three to five years experience in office environment with responsibility for complex duties. Prefer experience as a buyer or assistant buyer and certified purchasing certificate.
3. Effective communication and computer skills.

REPORTS TO: Director of Purchasing

JOB GOAL: To assist the Director of Purchasing with all aspects of purchasing operations for 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 purchasing issues.
2. Review requisitions and utilizing approved specifications, prepare bids and select bid list to obtain proposals on commodities assigned in compliance with state statutes and local policy relative to school purchasing.
3. Obtain quotes or negotiate purchases in accordance with specific instructions as required; analyze proposals to determine lowest responsible bidder, recommend awards or make awards based on state statutes and local policy.
4. Prepare bids for all sites; coordinate and attend bid openings; maintain bidder's list; prepare proposals for services.
5. Administer assigned contracts; review the NC State contract information and serve as a resource for contract information for all school personnel.
6. Review and ensure accuracy of system Procurement Card program.
7. Work with NC state contract administrators regarding errors or conflicts on NC state contracts; file vendor complaints with NC state contract division of purchase and contract regarding unsatisfactory vendor performance.

8. Attend purchasing meetings as requested by the purchasing director; serve as the contact for the NC E-procurement system; review requisitions for appropriate procurement method based on state statutes and local policy.
9. Process payroll including reconciling time clock errors; assist accounts payable with purchase order and invoicing discrepancies.
10. Produce special catalogs and supply lists.
11. Process and file state required reports such as hub and recycled purchases.
12. Add new vendor information or change existing vendor information in the vendor master file in AS400.
13. Review and ensure the accuracy of outgoing correspondence, records and or reports of complex, procedural or purchasing activities.
14. Performs other related duties and responsibilities as requested by the Director.

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: 12 month work year/At-Will/FLSA Exempt

Starting Salary and/or Grade: Grade 72

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, vendors, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to compile and summarize information with speed and accuracy.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Extensive knowledge of office practices and procedures.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.