

**SECTION      CENTRAL ADMINISTRATION**

**AREA            CLASSIFIED PERSONNEL**

**TITLE:         Purchasing Coordinator**

**QUALIFICATIONS:**

1.      A minimum of two years experience as a purchasing agent or assistant in a school setting or comparable organization.
2.      A bachelor's degree.
3.      Alternative or additional qualifications which provide the following knowledge, abilities and skills:
  - a.      Ability to prepare accurate, clear, legal specifications for bidding.
  - b.      Ability to establish and maintain required purchasing records and financial records associated with purchasing.
  - c.      Ability to make appropriate decisions in conformance with established policies and procedures.
  - d.      Ability to maintain effective working relationship with administration, department heads, employees, suppliers, and the general public.
  - e.      A working knowledge of state laws and regulations pertaining to school purchasing procedures.

**REPORTING RESPONSIBILITY:**

The Purchasing Coordinator reports directly to the School Business Administrator/Board Secretary (and the Assistant to the School Business Administrator/Board Secretary) in accordance with the District Organizational Chart, Policy 2111.

**SUPERVISORY RESPONSIBILITY AND AUTHORITY:**

The Purchasing Coordinator supervises the overall daily activities of the Purchasing Office and staff.

The Purchasing Coordinator shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart, Policy 2111.

**JOB GOAL:**

The Purchasing Coordinator is responsible for supervisory, technical and advisory work involving district purchasing procedures. He/she sets work methods and assignments for the Purchasing Office staff, and communicates with district employees, suppliers, and occasionally, with county and state agencies.

**TERMS OF EMPLOYMENT:**

Twelve month contract. Benefits as described in Policy 4931, Benefits – District-Wide and Central Office Non-Instructional Personnel.

**PERSONAL EVALUATION:**

The Purchasing Coordinator shall be evaluated in writing by the School Business Administrator/Board Secretary at least once each year. The evaluation shall be based in part on the performance of responsibilities indicated in this position description. See Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Monitors school accounts against current Budget Summary Reports prior to the purchase of goods or services to ascertain available funds.
2. Maintains accurate and up-to-date cost records of all areas of supply and equipment.
3. Assists in setting bulk ordering schedules to insure receipt of materials in schools as needed.
4. Maintains current records on available supplies and suppliers in all supply and equipment areas.
5. Supervises and assists in setting procedures for processing requisitions, quotations, bids and orders in conformance with the Statutes, Department of Education rule and board policies.
6. Maintains channels of communication regarding purchasing, between schools, the Business Office, suppliers and the fiscal accounting office.
7. Supplies, as required, information regarding status of requisitions and supplies to schools.
8. Recommends to the School Business Administrator/Board Secretary, any systems or procedural changes for improvement of purchasing processes.
9. Assists in planning for proper receiving, storage, and distribution of supplies and equipment.
10. Maintains up-to-date control records of district-wide appraisal inventory report and assists in setting efficient procedures for implementation.
11. Assists in verifying bills and vouchers in preparation for bidding and/or order processing.
12. Schedules and conducts workshops with appropriate school staff on school purchasing procedures.
13. Performs other duties and responsibilities incidental to the office or assigned by the School Business Administrator/Board Secretary.

Position Description approved: 6/24/97