

REPORTS TO Department Administrator

POSITION PURPOSE

Purchases and arranges for the delivery, receiving, and warehousing of supplies and equipment for timely use in the District. May also manage District surplus and coordinate District-wide recycling programs.

NATURE & SCOPE

Performs work of a varied nature in accordance with established policies, practices, and guidelines under general supervision.

ESSENTIAL JOB FUNCTIONS INCLUDE ONE OR MORE OF THE FOLLOWING:

1. Assures compliance with public purchasing rules by providing public bidding oversight.
2. Endeavors to obtain the best possible price, considering all factors, for needed materials, supplies, and equipment; makes price and quality comparisons and negotiates with vendors and suppliers; locates hard to find items.
3. Initiates bids, proposals, and/or purchase orders; maintains system for monitoring deliveries and controlling back orders; cancels orders and reorders with other suppliers as needed; expedites emergency or rush orders as needed.
4. Maintains an accurate, current inventory of all warehouse stock; manages and provides for the disposal of surplus items according to established procedures.
5. Maintains a complete and current library of suppliers, catalogues, and other product information; meets with salespersons to determine most cost effective purchasing practices; recommends changes in purchasing practices as needed.
6. Provides direction to schools for recycling, and coordinates district-wide recycling activities with vendors.
7. Assures the receiving and warehousing of delivered merchandise; counts and inspects items, verifying deliveries against purchase orders; notes and reports damaged goods and/or shortages.

OTHER JOB FUNCTIONS

8. Assures pickup and delivery of purchased or surplus materials by District courier, as needed.
9. Provides backup support to other staff in case of absence or work overload
10. Performs other related duties as assigned.

WORKING CONDITIONS

Work is primarily performed indoors, with extended periods of working with a computer and telephone, and occasional lifting of items weighing 20 to 30 pounds. Some travel may be involved in the work.

KNOWLEDGE, SKILLS AND ABILITIES INCLUDE ONE OR MORE OF THE FOLLOWING:

- Considerable knowledge of effective practices and procedures related to large scale purchasing of materials, supplies, and equipment.
- Considerable knowledge of policies, legal requirements and standards related to public sector purchasing.
- Considerable knowledge of effective inventory control methods, practices, and procedures.
- Ability to communicate effectively with other employees and suppliers using tact, courtesy, and good judgment.

- Ability to negotiate with salespersons and suppliers the best possible price for materials, supplies, and equipment.
- Ability to understand and execute oral and written instructions, policies, and procedures.
- Ability to establish and maintain effective working relationships with other employees, suppliers, and salespersons.
- Ability to physically perform assigned duties.

EDUCATION AND EXPERIENCE

Possession of a bachelor degree in a field related to purchasing and three years purchasing or accounting/financial experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Oregon driver's license.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.