

BEAVERTON SCHOOL DISTRICT

Position Title: Senior Purchasing Agent
Department: Business
Reports To: Purchasing Systems Manager
Pay Grade: TRAD/13
FLSA Status: Non-Exempt
Bargaining Unit: OSEA
Approved Date: 3/17/14
Revised Date: 3/17/14

POSITION PURPOSE:

Under limited direction, perform difficult and complex technical duties related to the purchase of services, supplies, and equipment in accordance with established policies and regulations

DIFFERENTIATING CHARACTERISTICS:

The Senior Purchasing Agent researches, evaluates and issues Purchase Orders/Contracts for services, supplies and equipment based on price, service, quality and warranty to meet the needs of the District; writes specifications, prepares bid forms and handles bidding process, analyzes bid results and makes recommendations and awards; authorizes and signs purchase orders/contracts within authority; processes purchase orders and Employee Expense Worksheets; reviews forms for completeness, accuracy and compliance with District policy; verifies available funds and appropriateness of budget codes; prepares and maintains District contract files.

EXAMPLES OF DUTIES:

Duties may include but are not limited to 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) Oversees bid/quote process for assigned services, supplies and equipment; Assists Schools, Departments, or Consultants in development specifications; prepares bid documents and oversees the bid process; performs bid analysis and makes recommendations regarding purchases.
- 4) Reviews Requisitions and Employee Expense Worksheets from District personnel for completeness; evaluates requests, and processes purchase orders for travel and related activities in accordance with District policy.
- 5) May be responsible for and specialize in a specific commodity such as copier/digital duplicators, construction projects, technical equipment, etc. Responsible to research and respond to the specific educational and operational requirements of the District.
- 6) Maintains central filing for all District contracts in accordance with District policies, and state regulations; interprets contracts for appropriate language and formats.
- 7) Resolves problems and issues arising from purchase of services, supplies and equipment with internal and external clients.

OTHER JOB FUNCTIONS

- 8) Provides backup support to other staff in case of absence or work overload.
- 9) Performs other related duties as assigned.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern purchasing methods, procedures, and specifications preparation;
- complex purchasing software, such as IFAS;
- Uniform Commercial Code, Oregon Revised Statute Oregon Administrative Regulations;
- Methods and techniques utilized in analyzing the quality of services, supplies, and equipment;
- Sources of purchasing information;
- Budgets and revenue control;
- Modern office methods and equipment;
- Operation of personal computer software programs including word processing and spreadsheet tools.

Skills/Ability to:

- 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' experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting, preferably for a public entity, or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

LICENSING/SPECIAL REQUIREMENTS:

- Possession of or ability to obtain, a valid Oregon or Washington driver's license
- CPPB or equivalent purchasing certification preferred.

WORKING CONDITIONS:

Work is performed in a standard office setting and requires regular focus on a computer screen. May be required to sit, keyboard, write, hear and speak for extended periods. Work activities may include bending, stooping, and kneeling. May be required to lift up to 20 pounds. Some travel may be required.

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.