

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: ASSISTANT TO SUPERVISOR OF PURCHASING (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. Graduation from an accredited four (4) year college or university.
3. Three (3) years of experience involving purchasing as the major duty. One (1) year of this experience must have been in large scale purchasing at a level at least equivalent to Buyer II. (Experience as owner or manager of a business purchasing goods for resale may be substituted for the required college training on a year-for-year basis. Experience involving purchasing as the major duty may be substituted for the required college training on the basis of one (1) year of experience for two (2) years of college. College graduation with major work in Accounting, Business Administration, Economics, Marketing or closely related fields may be substituted for one (1) year of the required experience.)

REPORTS TO: Supervisor of Purchasing

JOB SUMMARY:

This is a highly responsible technical and administrative position involving the large scale purchasing of a wide variety of supplies, materials and equipment Work involves complex purchasing in very large volume and responsibility for clearing all difficult problems relating to preparing highly specialized and technical specifications, determining the acceptance of bids explaining the award of purchase orders to bidders, preparing reports, maintaining records and other complex purchasing activities.

Work is performed in accordance with established policies and procedures of the Board and the laws and regulations of the State. Supervision may be exercised over clerical personnel and buyers.

Work requires the exercise of initiative in responding to and adjusting problem situations and interpreting and applying purchasing operating procedures to varied work problems.

Supervision may be exercised over Buyers I, Buyers II and clerical employees.

ESSENTIAL JOB FUNCTIONS:

TO ASSIST THE SUPERVISOR OF PURCHASING IN THE FOLLOWING:

1. Administering the purchasing and procurement program of the entire St. Tammany Parish School System.
2. Analyzing requests for purchases and ensures that requisitions are suitable prior to initiation of purchasing action.
3. Determining proper method of procurement and type of contract.
4. Distributing information to prospective vendors and contractors, prepares schedules or advertising and opening bids and supervises the preparation of purchase contracts.
5. Presiding in bid openings and bid tabulations and determines the award of purchase order.
6. Reviewing and revising, if necessary, selected specifications to ensure that the level of quality is adequate for the intended use and that the specifications are not overly restrictive.
7. Maintaining vendor files and contacts respective vendors.
8. Ensuring that bid bonds are in order.
9. Maintaining current information on market prices and the reliability of suppliers.
10. Exercising proper controls to avoid collusive practices in purchasing.
11. Interacting with schools, offices and personnel providing assistance with regard to needs budgets, purchases, deliveries and use of supplies, materials and equipment furnished school board facilities.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Perform such other duties as may be assigned.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate periods of walking throughout the shift
5. Must on occasions lift and carry file boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving manuals, picking up objects, filing, typing, shredding and computer runs.
8. Must be able to handle numerous duties:
 - A. Fine Motor Skills
 - 1) Adding machine
 - 2) Computer
 - 3) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

TERMS OF EMPLOYMENT: Twelve (12) months per year, salary in accordance with current salary schedule.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organization- al structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number