



MANAGER PURCHASING JOB DESCRIPTION

JOB TITLE: Manager - Purchasing
REPORTS TO: Chief Financial Officer
LOCATION: Education Support Services

FLSA STATUS: Exempt
PAY GRADE: SAT 10
DAYS: 260
JOB ID & DATE: SAT-61, June 2023

JOB PURPOSE SUMMARY

The Purchasing Manager shall be responsible for planning, organization, coordination and supervision, and the procurement and distribution of products, property or other related services. This position also oversees the writing, reviewing, awarding, and negotiating contracts of various kinds. The Purchasing Manager also performs research on market trends, pricing, and supply problems. In addition, the Purchasing Manager gives direction and guidance to staff and vendors on policies, regulations, and procedures. The manager drafts specifications, advertises for bids and quotations, analyzes bids received and recommends awarding of contracts or placing of purchase orders.

REQUIREMENTS

Education Level Details

Bachelor's degree in Business, Accounting, or Business Management

License / Certification / Language Required

Education or experience in public sector purchasing.

Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) preferred.

Work Experience Required

Minimum of two (2) years of experience in purchasing/contract administration, preferably in an educational environment.

Experience working with vendors, administrators, and school staff (e.g., principals, staff) preferred.

Experience using or working with ERP systems is preferred.

Other Skills and Abilities Required.

Proficiency with Microsoft Office products and Google Apps and working knowledge of ERP systems.

Effective time management and organizational skills.

Highly effective verbal and written communication skills required.

Ability to focus attention to detail, maintaining accuracy.

Effectively handles multiple demands and competing deadlines.

Ability to demonstrate accountability for the entire procurement process.

Works collaboratively with others on a team as well as with internal customers, staff, vendors, and members of the business community.

Ability to display a sense of urgency as appropriate when working with internal/external customers.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Performs necessary purchasing functions for assigned commodities for just-in-time delivery of goods and services to various schools and departments.
- Participates in the contracting process from inception to execution, including preparing basic bid documents; reviewing and executing contracts; interfacing and communicating with departments, schools, and legal departments; educating internal stakeholders about the contracting process; and obtaining necessary signatures on contracts, according to Board of Education policies.
- Operates in Enterprise Resource Planning system (ERP) on a daily basis to process purchase orders as needed.
- Monitors vendor performance and pursues corrective actions regarding inadequacies, deficiencies, or improprieties in order to reach resolution with internal/external customers.
- Analyzes market conditions and trends which may affect pricing and availability of product or services and provides critical information to appropriate leadership.
- Establishes and maintains a database listing of all contracts, including, but not limited to the names of parties, general terms, payment terms, and contract terms.
- Conducts periodic audits and annually reviews and updates contract templates in coordination with the Districts legal department; trains end-users accordingly.
- Maintains necessary records pertaining to solicitations, contracts, purchase orders, requests for purchase, vendor audits, and related materials.

- Attends staff development workshops, purchasing conferences, and cooperative purchasing meetings supported by the department to share and expand knowledge of various aspects of the public purchasing process.
- Develops and maintains strong vendor relations for the District.
- Recommends business processes and policy changes to improve performance of the purchasing program,
- Coordinates the collection, integration and formatting of all data required for submission to all State and Federal agencies.
- Work cooperatively with campus and central office staff to collect, organize and format the required data in a timely manner.

CORA Related

- Review and interpret requests for records, data and information to provide an appropriate response in a timely manner. This duty is not limited to communicating with external customers to adequately define the scope of the request. Response to requests are timely, organized, complete and thorough. This position works with staff to gather and review response materials to the request so that the response contains all appropriate, responsive, non-privileged materials.

Records Management Operations

- Develop and administer processes, policies and procedures pertaining to all aspects of the purchasing and inventory records life cycle.

Reports and Training

- Run edits, reports and verification checks on data to ensure the accuracy of information.
- Distribute edits and reports to the appropriate staff for analysis
- Provide employee and administrative level support for Infinite Campus
- Implement and comply with policies established by federal and state laws, State Board of Education rule, and local board policy in the area of student attendance; comply with all district and campus routines and regulations

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in office locations. The Employee may be required to temporarily work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____