



**Job Title:** Director of Purchasing

**Exemption Status:** Exempt/Executive\*

**Reports to:** Chief Financial Officer

**Dept./School:** Business and Finance

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**Primary Purpose:**

Direct and manage the purchasing activities of the district. Ensure compliance with applicable state and federal laws and regulations governing school district purchases of goods and services.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in business, accounting or equivalent  
TASBO Certification preferred

**Special Knowledge/Skills:**

Knowledge of competitive bidding statutes and purchasing procedures  
Knowledge of accounting and auditing principles  
Proficiency skills in keyboarding and file maintenance  
Ability to work with numbers in an accurate and rapid manner  
Ability to use software to develop spreadsheets, databases, and do word processing  
Ability to supervise personnel  
Effective organizational, communication, and interpersonal skills

**Experience:**

3 years professional-level purchasing agent experience within a public school district is preferred

**Major Responsibilities and Duties:**

**Purchasing**

1. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and in compliance with state purchasing rules.
2. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.

3. Evaluate formal bids and make recommendations for the awarding of contracts to the chief financial officer for school board approval.
4. Obtain and evaluate comparative prices and quotations. Make purchasing decisions based on information obtained.
5. Develop vendor and bidder lists and approve additions.
6. Approve purchase orders and monitor all purchase requisitions to ensure accuracy of information, calculations, and coding.
7. Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and receipt of proper credit.
8. Assist with construction and bond purchases.

#### **Administration**

9. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
11. Follow district safety protocols and emergency procedures.

#### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress