

**ST. MARY PARISH PUBLIC SCHOOLS
PURCHASING AGENT JOB DESCRIPTION**

POSITION: Purchasing Agent

REPORTS TO: Chief Financial Officer

TERMS OF EMPLOYMENT: 12-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 118/2517

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Bachelor's degree - in business administration, Finance, Procurement, or related field (preferred), previous experience in purchasing or procurement, preferably in an educational setting, Strong negotiation and communication skills, Knowledge of relevant laws and regulations regarding school procurement, proficient in purchasing software, strong attention to detail and organizational skills, ability to manage multiple tasks and deadlines.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. **Procurement Management:**
 - a. Research, evaluate, and select vendors based on quality, price, and reliability.
 - b. Issue purchase orders and ensure accurate and timely delivery of goods and services.
 - c. Maintain inventory records and ensure the district's needs are met promptly.
 - d. Analyze pricing trends and prepare cost-saving strategies.
2. **Contract Negotiation:**
 - a. Negotiate contracts with vendors and suppliers, ensuring favorable terms for the district.
 - b. Review and administer contracts, ensuring compliance with established terms and conditions.
3. **Compliance & Reporting:**
 - a. Ensure all purchases adhere to school district policies, state laws, and federal regulations.
 - b. Maintain documentation of all procurement activities for auditing and reporting purposes.
 - c. Prepare regular reports detailing procurement activities, spending, and savings.
4. **Collaboration:**
 - a. Collaborate with school administrators and department heads to understand purchasing needs.
 - b. Coordinate with finance to ensure that purchases are within budget constraints.
 - c. Resolve issues related to orders, deliveries, or vendor performance.
5. **Record Keeping and Documentation:**
 - a. Maintain accurate records of purchase orders, invoices, receipts, and contracts.
 - b. Keep track of warranties, returns, and the status of purchase orders.
6. **Budget Management:**
 - a. Monitor and control the purchasing budget for all district departments.
 - b. Assist in the preparation of the annual budget related to procurement needs.
7. **Customer Service:**
 - a. Provide excellent customer service to internal stakeholders by responding to inquiries regarding orders, deliveries, or procurement processes.
8. **Continuous Improvement:**
 - a. Stay updated on trends in procurement and school-related products.
 - b. Implement best practices and innovative purchasing strategies to improve efficiency and cost-effectiveness.
9. This position is an approved position for teleworking when there is work available to perform in the event of an unexpected office closure.
10. Perform other duties and assume other responsibilities as assigned by the Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.

12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with a computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.)-

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____