

JOB DESCRIPTION

PATERSON

BOARD OF EDUCATION

BUSINESS OFFICE
1860-Purchasing Coordinator
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JOB TITLE: PURCHASING COORDINATOR

REPORTS TO: Supervisor of Purchasing

SUPERVISES: N/A

NATURE AND SCOPE OF JOB:

The Purchasing Coordinator is responsible for researching purchases, the analysis of bids and the processing of daily purchase orders.

QUALIFICATIONS:

The Purchasing Coordinator shall:

1. Hold a Bachelor's Degree from an accredited college or university or year for year experience in Municipal, School or other Public/Governmental Purchasing.
2. Must have attained a Registered Public Purchasing Specialist (RPPS) Certification.
3. Have five years of experience in the development of bid specifications in conjunction with using departments and in the purchase of equipment, materials, and supplies on a large scale.
4. Hold a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons' offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

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VERIFICATIONS OF COMPETENCY:

1. District Application and resume.
2. Official college transcript if applicable.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Purchasing Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Purchasing Coordinator shall:

1. Work under the direction of the Supervisor of Purchasing.
2. Assist the Purchasing Agent and Procurement Administrator with the development and dissemination of bid specifications.
3. Process daily purchase orders and assist district locations with requisition approvals.
4. Research vendor price increases as they pertain to State Contract Pricing, Bid Compliance, and determination of the need for open public bidding.
5. Be fully aware of public procurement laws so as to assist district locations with compliance.
6. Apply N.J.S.A. Title 18A, N.J.A.C. Title VI and N.J.A.C. 5:34 rules and regulations.
7. Review and analyze bid, RFP, RFQ and quote proposals from vendors for law compliance and cost determination.
8. Analyze and prepare open public bids for recommendation of award.
9. Advertise for bids and public notifications as required by law.
10. Maintain liaison with vendors and the using departments on prices, errors, and complaints on delivery.
11. Maintain liaison with unit heads and confer with them regarding their needs for materials and supplies.
12. Suggest the use of substitutes or alternative products.
13. Arrange for the direct purchase of items which do not require the advertising of bids by the purchasing department.

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14. Be responsible for preparing routine purchase specifications.
15. Interview sales representatives who have been authorized by the purchasing department and make recommendations for purchases.
16. Receive budgetary estimates for purchases requested by unit heads, and consult with the department head as to what purchases should be approved or reduced based on past performance.
17. Prepare purchase contracts in conjunction with the Legal Department.
18. Work toward full audit compliance.
19. Confer with other department representatives on the standardization of supplies used and the need for specialized equipment.
20. Establish and maintain needed records and files and carry out all clerical duties.
21. Other duties as assigned by the Supervisor of Purchasing.
22. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
23. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
24. Participate in appropriate in-service and workshop programs and attend any required meetings within business hours.
25. Use computers and/or electronic equipment to fulfill job functions.
26. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
27. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
28. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

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4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.


ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

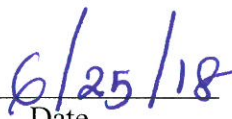
1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Supervisor of Purchasing shall evaluate the Purchasing Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.



Approved



Date