

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE
4504 Senior Purchasing Analyst/Agent
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REVISED

JOB TITLE: SENIOR PURCHASING ANALYST/AGENT

REPORTS TO: Business Administrator or designee

SUPERVISES: Bid Analyst and Purchasing Clerks

NATURE AND SCOPE OF JOB:

The Senior Purchasing Analyst/Agent is responsible for researching purchases, the analysis of outstanding purchase orders and the processing of daily purchase orders.

QUALIFICATIONS:

The Senior Purchasing Analyst/Agent shall:

1. Hold a Bachelor's Degree from an accredited college or university or extensive experience in Municipal, School or Private Industry Purchasing.
2. Be eligible to attain under New Jersey Law, Qualified Purchasing Agent Certification.
3. Have five years of experience in the writing of purchase specifications 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.

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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.

VERIFICATIONS OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Senior Purchasing Analyst/Agent 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 Senior Purchasing Analyst/Agent shall:

1. Supervise Purchasing Agents and Purchasing Clerks.
2. Distribute daily tasks to Purchasing Staff and follow up for accuracy and completeness.
3. Process Daily Purchase Orders and Analysis of Daily Unapproved listing for Director's signature and 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. Analyze Outstanding Purchase Order Report on a continuous basis to ensure prompt vendor payment.

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6. Apply N.J.S.A. Title 18A, N.J.A.C. Title VI and State Purchasing Regulations.
7. Receive, review, and approve vendors claims prior to submission to the purchasing agent, and, after purchase orders have been prepared, supervise the posting of purchase order information into purchase ledgers.
8. Receive, review, and approve vendors' claims and forward them to the purchasing agent.
9. Supervise the checking and posting of vendors' claims.
10. Maintain liaison with vendors and the purchasing agent 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 agent.
14. Be responsible for preparing routine purchase specifications.
15. Interview sales representatives who have been authorized by the purchasing agent 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.
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.
21. Other duties as assigned by the Director 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.

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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 their 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.
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:

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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 Business Administrator or designee shall evaluate the Senior Purchasing Analyst/Agent 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.

Dr. Edwin Duroy

Approved

12-10-2003

Date

Signature on file in Human Resource Services.