

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE
4534 Supervisor of Purchasing
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JOB TITLE: SUPERVISOR OF PURCHASING

REPORTS TO: Business Administrator

SUPERVISES: Purchasing Activities & Central Stores

NATURE AND SCOPE OF JOB:

The Supervisor of Purchasing is responsible to initiate, implement, and provide managerial oversight for the Department of Purchasing, including the development and establishment of goals, policies, regulations, procedures, outcomes, and assessment of purchasing operations.

QUALIFICATIONS:

The Supervisor of Purchasing shall:

1. Hold a Bachelor's Degree in business administration or a comparable degree program from an accredited college or university, or ten (10) years public purchasing experience.
2. Have five years of relevant work experience involving the procurement of materials and equipment for a large business, corporate, or governmental agency, including experience in a supervisory capacity.
3. Have experience using computer systems.
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.

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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.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official College Transcript

EMPLOYMENT TERMS:

The Supervisor of Purchasing 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 Supervisor of Purchasing shall:

1. Establish and develop accepted purchasing methods and records in accordance with prescribed laws, rules, regulations, standards, policies, and procedures.
2. Review requisitions for operating and maintenance equipment, materials, and supplies.
3. Locate and investigate reputable sources of supply.
4. Prepare specifications.
5. Review submitted bids for content and after thorough analysis make recommendations for acceptance or rejection of bids.
6. Oversee the day-to-day deliveries of interoffice mail.
7. Prepare mail delivery routes throughout the district.
8. Supervise the daily sorting and delivery of interoffice mail district-wide.
9. Supervise the preparation and delivery of parcels through United Parcel Service.
10. Protect the confidentiality of district correspondence.
11. Supervise the receipt maintenance and delivery of district supplies and materials.
12. Handle complaints by taking the proper action.
13. Develop and implement a centralized purchasing system including all necessary procedures, forms and files.
14. Assist with departmental moves within the district.
15. Make sure that adequate trucking is provided for district moves.
16. Prepare and assign work schedules for Central Office and Mail Staff.
17. Supervise and evaluate the performance of Central Office and Mail Staff.
18. Prepare purchasing procedures and bill payments.
19. Assign, supervise, and review work of subordinates.
20. Prepare temporary and final appropriation budgets and transfers.

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21. Confer with other department representatives on the standardization of supplies used and the need for specialized equipment.
22. Establish and maintain needed records and files.
23. Be responsible for obtaining professional, consulting, and other services on a contractual basis.
24. Be responsible for the management of a central storeroom.
25. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
26. Use accepted procedures used in making large scale purchases.
27. Apply laws, rules, and regulations affecting purchasing.
28. Exhibit knowledge of the accepted preparation of specifications of commodity markets, marketing practices, and commodity pricing methods, and of the application of bookkeeping methods to procurement practices.
29. Interpret market prices and trends, and apply such interpretations to procurement problems.
30. Oversee the recording of materials, supplies, equipment that are received and dispersed to locations within the district.
31. Oversee the preparation of reports, as requested, to account for district materials, supplies and equipment.
32. Supervise the processing and storage of District records.
33. Oversee the retrieval and destruction of District records in compliance with Record Retention laws.
34. Work in harmony with the Director of Security to establish procedures to assure the property security of district supplies.
35. Act as a liaison between Central Office Staff and building principals regarding delivery of supplies, materials and equipment and shipment to individual schools.
36. Coordinate the collection, school notification and dispersal regarding surplus district materials, supplies, furniture and equipment.

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37. Supervise the establishment of operational procedures for verification of incoming and outgoing shipments, handling and disposition of supplies and materials, and maintenance of inventory.
38. Recommend suitable action on bids.
39. Establish and maintain purchasing and other records.
40. Utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
41. Read, writes, speaks, understands and communicates in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
42. Use computers and/or electronic equipment to fulfill job functions.
43. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
44. 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.
45. 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.

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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 Business Administrator shall evaluate the Supervisor of Purchasing 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. Michael Glascoe
Approved

4-8-2008
Date

Signature on file in Human Resource Services.