# WHITE SETTLEMENT INDEPENDENT SCHOOL DISTRICT

**Job Title:** Purchasing Coordinator
**Days:** 226
**Reports To:** Director of Business
**FLSA Status:** Non-Exempt
**Dept./School:** Business Office
**Revised:** October 2024

---

## Primary Purpose:

The Purchasing Coordinator assists in the efficient procurement of materials, supplies, and equipment for the district. This role ensures adherence to established purchasing procedures, processes bids, and manages purchase orders while maintaining compliance with district, state, and federal regulations. The coordinator will also work closely with vendors, staff, and administration to ensure the smooth and timely acquisition of necessary resources.

## Qualifications:

### Education/Certification:

- High school diploma or GED (required)

### Special Knowledge/Skills:

- Strong knowledge of purchasing and invoicing procedures.
- Ability to work accurately and efficiently with numbers.
- Demonstrated ability to analyze, organize, and maintain complex filing systems for bid-related documentation.
- Proficiency in keyboarding, file management, and data entry.
- Competence in using personal computers and related software, including spreadsheets, databases, and word processing.
- Problem-solving skills to address procurement-related issues effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse teams.

### Experience:

- Minimum of two (2) years clerical and/or purchasing experience, preferably in a school district or educational environment.

## Major Responsibilities and Duties:

### Purchasing Functions:

1. Initiate and maintain communication with vendors regarding supply availability, orders, invoices, and contracts.

2. Assist staff in preparing purchase orders and maintaining accurate accounts.

3. Review and approve purchase orders for accuracy, proper coding, and compliance with budget allocations.

4. Process approved purchase orders, ensuring timely distribution to vendors and campuses.
5. Assist in preparing and managing bid documents, including legal notices, specifications, and proposal forms.
6. Provide guidance to staff on legal procurement requirements and district policies.
7. Ensure the district's purchasing website is updated with current vendor information, bid information, and procurement updates.
8. Resolve issues related to incorrect orders, invoices, and shipments.
9. Ensure compliance with all applicable purchasing laws, policies, and regulations.

**Clerical Duties:**

10. Maintain and update the vendor database and bidder lists.
11. Utilize district purchasing software for managing bids, proposals, and procurement records.
12. Prepare correspondence, reports, and other related documents.
13. Manage incoming business department mail, including purchase-related documents and invoices.
14. Manage the invoicing email inbox, including distributing invoices and correspondence.
15. Maintain accurate physical and digital purchasing records.

**Additional Responsibilities:**

16. Attend relevant training, conferences, and meetings to stay current on procurement practices.
17. Stay informed of district, state, and federal laws and policies related to purchasing and business operations.
18. Provide feedback and suggestions for improving business department processes and efficiency.
19. Document key job processes and procedures to ensure consistency and transparency.
20. Maintain Skyward access for Finance and Human Resources applications.
21. Manage district credit card requests and usage, ensuring proper recordkeeping.
22. Assist with insurance claim submissions and follow-up with providers.
23. Process business department purchase orders as needed.

## Supervisory Responsibilities:

- None.

## Equipment Used:

- Personal computer, printer, copier, scanner, calculator, and other office equipment.

## Working Conditions:

### Mental and Physical Demands:

- Prolonged periods of sitting and working on a computer.
- Repetitive hand motions and extended screen time.
- Work in a fast-paced environment with frequent interruptions.

*The above statements reflect the general duties and responsibilities of this position and are not intended to be an exhaustive list of all tasks.*

**Signature:** _____ **Date:** _____