San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Director of Purchasing	**Exemption Status:**	Exempt
Reports to:	Asst. Supt of Finance & Operations	**Pay Grade:**	06
Works with:	District Personnel	**Days:**	226
Dept. /School:	Purchasing Department	**Date Revised:**	08.03.2020

Primary Purpose:

Develop purchasing procedures and prepare a district wide plan in agreement with purchasing laws. Ensure that purchases are made in the best interest of the district. Coordinate distribution of all supplies and equipment district-wide and keep an inventory of all fixed assets.

Prerequisites:

- Bachelor's degree in business; and
- 1-3 years professional level purchasing experience.

Special Knowledge/Skills:

- Knowledge in purchasing skills and bid specifications
- Knowledge of competitive bidding statutes and purchasing procedures
- Knowledge of accounting and auditing principles
- Proficiency skills in keyboarding and file maintenance
- Ability to work with numbers in an accurate and rapid manner
- Ability to use software to develop spreadsheets, databases, and do word processing
- Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Develop purchasing procedures and prepare a district-wide plan in agreement with purchasing laws.
2. Ensure that purchases are made in the best interest of the district.
3. Review all bid specifications and help prepare bid specifications where applicable.
4. Make recommendations for bid awards.
5. Prepare and maintain bidder lists.
6. Establish procedures for getting bidders on bidder lists.
7. Coordinate Region I Co-Op purchases and/or other Co-Op purchases.
8. Inspect merchandise purchased to ensure quality control of purchases.
9. Consolidate purchases to gain advantages of quantity discounts where possible.
10. Keep an accurate account of all fixed assets district wide.
11. Train district personnel on purchasing procedures.
12. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposal, government catalog contract purchases, informal quotations, and negotiations following established district criteria and in compliance with state purchasing rules.
13. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
14. Evaluate formal bids and make recommendations for the awarding of contracts to Executive Director of Finance and Operations.

15. Develop purchasing procedures and prepare a district-wide plan in agreement with purchasing laws.
16. Consolidate purchases to gain advantage of quantity discounts where possible.
17. Oversee District Mail Route.
18. Supervise and organize work of PRIM staff and their functions including the Interdistrict mail route, PRIM Warehouse, inventory, walk-in purchases, district wide deliveries, etc.
19. Account for all fixed assets inventory, including the issuance of school tag inventory numbers and posting the assets of inventory.
20. Keep track of district-wide copier contracts and issue POs for payments.
21. Oversee district uniform contract, including issuing POs for all campus uniforms during summer months. Also includes distribution, and reconciliation of invoices.
22. Oversee district cellular phones, issue phones, do upgrades when needed, review invoices monthly and reconcile for payment.
23. Keep an accurate account of all supplies-PRIM Warehouse/Inventory.
24. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____