



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Purchasing Coordinator

Exemption Status/Test: Exempt

Reports to: Director of Business Manager

Pay Grade/Days: Prof PG1/226 days

Dept./School: Business Services

Date Revised: July 2026

PRIMARY PURPOSE:

Coordinate and oversee district purchasing activities. Administer competitive procurement processes, purchasing operations, contracts, and eCommerce programs while ensuring compliance with applicable laws, board policy, and District procedures.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in business, accounting or related field or commensurate experience

Knowledge/Skills/Abilities:

Knowledge of competitive bidding statutes and purchasing procedures

Knowledge of auditing and accounting principles

Effective communication and interpersonal skills

Proficiency in typing, keyboarding, and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to use a calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Ability to collaborate effectively with AP, Payroll, and campus and department personnel.

Experience:

Three years professional-level purchasing agent experience in public sector

MAJOR RESPONSIBILITIES AND DUTIES:

Purchasing

1. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and in compliance with state purchasing rules.
2. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
3. Evaluate formal bids and make recommendations for the awarding of contracts to chief financial officer for school board approval. Develop and maintain bid list.
4. Obtain and evaluate comparative prices and quotations. Make purchasing decisions based on information obtained.
5. Develop vendor and approve additions. Prepare and distribute HPISD approved vendors list.



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6. Review and approve purchase requisitions and purchase orders to ensure proper account coding, budget availability, compliance with purchasing requirements, and completeness of supporting documentation. Process and distribute purchase orders to vendors once approved.
7. Administer contracts and handle adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and receipt of proper credit.
8. Prepare, advertise, open and evaluate bids/proposals. Prepare memo with recommendation for board action.
9. Help as needed to find vendors and/or get quotes for purchases.
10. Administer the District's eCommerce platforms, including Amazon Business, Home Depot, Office Depot, and other approved vendor portals. Monitor system interfaces with Skyward to ensure accurate transaction processing and data integrity.
11. Administer the District's purchasing card (P-Card), travel card, and Shell fuel card programs, including card issuance, policy compliance, reconciliation support, and user training.
12. Review supplemental pay requests for completeness, accuracy, supporting documentation, account coding, and compliance with District procedures before forwarding for payroll processing. Coordinate with Payroll Manager to ensure approved supplemental pay requests are submitted accurately and within established payroll processing deadlines.
13. Maintain compliance with cooperative purchasing programs, including BuyBoard, TIPS, DIR, OMNIA Partners, and other approved purchasing cooperatives.
14. Provide purchasing training and guidance to campus and department staff regarding procurement procedures, purchasing policies, and best practices.

Administration

15. Work cooperatively with district personnel to determine specific requirements and assist in locating necessary goods and services.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

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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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____