

PURCHASING SUPERVISOR

Purpose Statement:

The job of Purchasing Supervisor is done for the purpose/s of organizing and directing the activities and operations of the Purchasing Department under the direction of the Director of Finance; purchasing high quality supplies, materials and equipment in accordance with informal and formal bidding procedures; preparing specifications and contracts for services/supplies; training and evaluating the performance of assigned personnel.

Essential Functions

- Communicates with other department personnel regarding purchasing needs, policies, procedures and related issues for the purpose of advising schools and departments in areas related to current purchasing procedures and the use of forms and legal issues related to purchasing.
- Coordinates various activities (e.g. fixed asset inventory, bidding activities, annual surplus sale, sale or donation of surplus property, furniture and equipment, etc.) for the purpose of meeting district operational needs and ensuring compliance with district, state and federal regulations.
- Directs activities and operation of the purchasing department (e.g. central receiving, inventory control, work requests, stores and warehousing/distribution activities, work flow, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner.
- Interprets legislation pertaining to purchasing department activities for the purpose of ensuring District compliance with related federal, state and local laws, codes, rules and regulations within the department.
- Maintains a variety of documents, files and records related to assigned activities and personnel (e.g. purchase orders and bids, reference materials, correspondence, state mandated reports, etc.) for the purpose of providing up-to-date references and audit trail.
- Monitors turn over of materials and supplies for the purpose of identifying items to add to current stock selection and recommending items to be discontinued.
- Negotiates with vendors for equipment, furniture, supplies and materials as required (e.g. method of procurement, quotations, best supply sources, pricing, inquiries, etc.) for the purpose of ensuring purchases are within district and/or state mandates.
- Prepares a wide variety of written materials (e.g. specifications, contracts for service, bids, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. bidding process, district bid schedules, bid specifications, etc.) for the purpose of purchasing high quality supplies, materials and equipment in accordance with informal and formal bidding procedures.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, packing slips, etc.) for the purpose of ensuring accuracy and adherence to established guidelines prior to processing for action.
- Supervises department functions (e.g. hiring/termination recommendations, planning/scheduling/ coordinating activities, training, advising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Other Functions

- Assists in warehouse functions (e.g. furniture assembly, purchase order entry, receiving/ordering stock, etc.) for the purpose of providing coverage to the warehouse as may be required.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.

- Attends a variety of meetings as may be required for the purpose of conveying and/or receiving information related to the purchasing department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying district and/or state policies and regulations; operating standard office equipment including utilizing pertinent software applications; performing standard bookkeeping/ accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: principles and practices of public purchasing; sources of purchasing information; accounting/bookkeeping principles; products and materials used in school setting

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with detailed information/data; setting priorities; working with frequent interruptions; providing direction and leadership; establishing and maintaining effective working relationships; and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

2/8/2006

Salary Grade

Supervisory 40