



Gaston County Schools

Purchasing Officer

Definition

The Purchasing Officer will coordinate activities involved with procuring goods and services such as raw materials, equipment, tools, parts, supplies, etc. for the district. Work involves processing state contract requisitions, instructing and solving problems for Gaston County Schools' (GCS) personnel regarding proper procurement procedures, the use of computer programs relating to purchasing tasks, coordinating deliveries, and solving vendor problems. Manages the bid process for all formal bids. Employee must exercise considerable tact and courtesy in frequent contact with school officials, administrators, vendors, and co-workers.

Duties and Responsibilities

- Develop and manage a district-wide procurement schedule detailing all timing, purpose, and amount of all anticipated purchases over the next fiscal year.
- Manage the formal bid process for all purchases of goods and construction and repair projects, as well as other procurement requiring a formal bid process.
- Assist other departments in the informal bid process as needed.
- Develop, or assist in the development of, and publicize (post on District website, print notice in local newspaper, etc.) Request for Proposals (RFPs) and Request for Quotes (RFQs), as needed.
- Develop procedures to ensure that purchasing activities are conducted in accordance with applicable State and Federal laws, rules and regulations, industry standard purchasing practices and ethical principles.
- Establish a climate of fair and open competition among all qualified vendors.
- Encourage participation of historically underutilized businesses in the GCS procurement process.
- Maintain a list of potential bidders for various types of materials, equipment, and supplies.
- Compile specifications for formal construction projects and services, and advertise formal construction projects.
- Process liability and worker's compensation insurance for contractors and sub-contractors.
- Process change orders for construction projects as needed.
- Prepare purchase training materials and information for other departments.
- Implement and manage a procurement card program.
- Assist other departmental personnel as needed.
- Perform other related work as required.

Knowledge, Skills and Abilities

- Considerable knowledge of public sector purchasing principles, practices, and procedures.
- Considerable knowledge of the formal and informal contract bidding process.
- Considerable knowledge of the State procurement process.
- General knowledge of state and school system rules, regulations, and laws regarding purchasing.
- General knowledge of the operation of a computer and all peripheral equipment.
- General knowledge of purchase order processing.
- General knowledge of the current literature, trends, and developments in the field of purchasing.
- Ability to troubleshoot problems with computer hardware and software.
- Ability to audit forms for completeness and accuracy.
- Ability to type accurately at a rate of speed required for this position.
- Ability to understand and follow oral and written instructions.



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- Ability to exercise tact, courtesy, and firmness in frequent contact with vendors and school system employees.
- Ability to establish and maintain effective working relationships with wide audience as necessitated by work assignments.
- Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.
- Requires the ability to read a variety of software documentation, correspondence, forms, invoices, requisitions, purchase orders, catalogs, etc. Requires the ability to prepare correspondence, logs, purchase orders, requisitions, reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in English.
- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and, to determine percentages and decimals.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Requirements

- Must be physically able to operate a variety automated of office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time.
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Requires the ability to inspect items for proper length, width, and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
- Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Desirable Education and Experience

- Bachelor's degree in Accounting, Finance, Purchasing or a related field.
- At least five years of experience in the purchasing environment.
- Any equivalent combination of education and experience which provides the required combination of knowledge, skills and abilities.



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Purchasing Officer

This Position Reports Directly To: Chief Financial Officer

Classification: Exempt

Salary: Central Office Salary Schedule

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of college transcripts (degree dated)
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation or a combination of the two
- Copy of Certifications/Licenses

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Gary Hoskins, Chief Financial Officer
Finance/Business Services
1351 Bradford Heights Road
Gastonia NC 28054
Email: gfhoskins@gaston.k12.nc.us