



Position Description

Director of Procurement

*Salary Level: **Based on Act 93 Agreement***

*Prepared Date: **August 4, 2021***

*Contract/Benefits: **Based on Act 93 Agreement***

*Prepared By: **Harry Aristakesian,
Business Manager***

*Department or Area: **Business Office***

*Approved By: **Anthony Pidgeon
Executive Director of Human
Resources***

*Reports To: **Business Manager***

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum level of educational achievement, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor's degree in related field (Finance, Accounting, Business, etc.)
2. Three (3) years' experience in accounting, finance, purchasing, or related business function. School district experience a plus.
3. Proficiency in the use of technology for individual and system management, communication, and research. Strong Excel skills a requirement.
4. Effective communication (verbal and written) and interpersonal skills with the ability to diplomatically interface with students, parents, visitors, and staff.
5. Proficient organizational skills, punctual, and the ability to meet deadlines.
6. Uses good judgment; able to react to immediate changes in work priorities; self-directed, and able to take initiative where appropriate.
7. Ability to maintain stability of attitude and perform competently under pressure.
8. Demonstrate effective conflict resolution and customer service skills for interaction with customers, vendors, and co-workers.
9. Ability to be relied upon to complete responsibilities effectively and to work well within a team environment.
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
11. Candidate must adhere to all local, state, federal, and school code requirements for employment.

Summary

Under the general direction of the Business Manager, the Director of Procurement will oversee and coordinate district purchasing functions. The director will serve as the primary point of contact for all procurement-related questions, regardless of the source of funds. Responsible for planning and purchasing to ensure the consistency, cost effectiveness, efficiency and adequacy of the procurement process. The director will develop a centralized procurement program that will add value and efficiency to ASD, including but not limited to establishing guidelines for approving purchase orders, setting purchasing policies, managing inventory and overseeing sources for purchasing supplies.

Essential Duties and Responsibilities

1. Oversee and coordinate district purchasing functions. Maintain and carry out policies and procedures that will provide all departments in the school entity with needed supplies and equipment in an efficient, cost-effective manner.
2. Create and maintain purchasing workflows. Respond to inquiries of staff and administration regarding purchasing procedures and procurement guidelines.
3. Direct and supervise the Assistant Manager of Purchasing and procurement clerical support.
4. Act as primary liaison with vendors on purchasing issues.
5. Research vendor options to secure optimal price and quality for products and services.
6. Maintain communication with schools and departments on various issues; providing information for purchases and services needed.
7. Process purchase requisitions after securing administrator authorization and verifying account codes entered into the financial software to ensure the proper use of district funds. Analyze requisitions for historical trends and compliance with budget constraints. Distribute purchase orders to vendors.
8. Monitor open purchase orders and address items that have not been delivered or encumbrances that have not been closed.
9. Maintain a financial system of fixed assets and inventory control including accounting, acquisition and disposal of real property and surplus equipment in accordance with state and federal agencies and by the procedures/policies of the school district.
10. Administer and oversee the district procurement card program. Maintain records for procurement cards issued to employees. Reconcile statements, verifying the accuracy of the requisitions, supporting documentation and account codes.
11. Maintain familiarity with purchasing guidelines for federal and state grant programs. Verify that the district is not prohibited from doing business with vendors in accordance with Federal grant funding restrictions. Provide assistance to other staff and administrators for procurement using grant funds.
12. Create and maintain position procedure outline to describe day to day duties of the position/department, as needed.
13. Perform other duties as assigned by the Business Manager and/or Business Office Supervisor.

Supervisory Responsibilities

Supervises office staff, including assignment coordination and performance evaluation. Responsibilities include interviewing, recommendations for hiring, and training employees; process documentation and improvement; planning and coordinating work; appraising performance; addressing complaints, and resolving problems, as needed. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent/community situations judiciously; responds to parent/community requests for service and assistance; solicits parent feedback to improve school effectiveness; meets commitments made to parents and the community; focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; shows reasonable control of personal emotions; exhibits objectivity and openness to the views of others; speaks clearly and persuasively in positive or negative situations; listens and solicits clarification; responds appropriately to questions; demonstrates group presentation skills.

Writes clearly and effectively; edits work for spelling and grammar; varies writing style to meet needs of the audience; presents numerical data effectively.

Balances team and individual responsibilities; gives and welcomes feedback; contributes to building positive

morale; puts success of principals and staff above own interests and recognition; able to build group commitment to goals and objectives; gives appropriate recognition to others.

Follows instructions, responds to supervisory direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving instruction and related activities; develops innovative approaches and ideas.

Leadership Skills

Provides vision and inspiration to peers and subordinates; mobilizes others to fulfill the vision; displays passion and optimism; develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegates work assignments; matches the responsibility to the person; gives authority to work independently when appropriate; sets expectations and monitors delegated activities; provides recognition for results.

Synthesizes complex or diverse information; collects and analyzes data; uses research, experience and intuition to complement data.

Observes safety and security procedures when appropriate; determines appropriate action beyond safety and security guidelines.

Identifies and resolves problems in a timely manner; gathers and analyzes facts relating to the problem skillfully; develops alternative solutions; works well with group problem-solving situations; uses reason even when dealing with emotional topics.

Organizational Skills

Works within approved budget; conserves district/school resources.

Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; assembles a diverse staff.

Follows policies and procedures; completes administrative tasks and reports correctly and on time; supports district/school's goals and values.

Develops strategies to achieve district/school goals; understands district/school's strengths & weaknesses; aligns work with strategic goals; adapts strategy to changing conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands and fingers to handle documents, telephone, etc. The administrator is occasionally required to stand, sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position