



Position Description

Assistant Manager - Purchasing

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

*Prepared Date: **May 6, 2025***

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

*Prepared by: **Ali Nastah, Director of Procurement***

*Location: **District Office***

*Approved By: **William Seng, Executive Director of Human Resources***

*Reports To: **Director of Procurement***

Qualifications

1. Minimum Associate's degree or equivalent from accredited two-year college, business or technical school; or two to three years related experience; or equivalent combination of education and experience. Bachelor's Degree in business administration, accounting, or related field preferred.
2. Minimum two years leadership experience in accounting, business management, or related field in a school environment preferred.
3. Excellent interpersonal and communication skills.
4. Demonstrated proficiency in technology and financial or HR software applications.
5. Consistent record of satisfactory work performance.
6. Satisfactory criminal and child abuse clearances (Acts 34, 114, and 151).
7. Ability to perform essential job duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
8. Additional or alternatives to the above qualifications as determined to be appropriate and acceptable.

Summary

The Assistant Purchasing Manager will support the Director of Procurement in overseeing the procurement of goods and services for the Allentown School District. This role involves ensuring that all purchasing activities are conducted in compliance with district policies and procedures, as well as state and federal regulations. The Assistant Purchasing Manager will also assist in managing vendor relationships, negotiating contracts, and maintaining accurate records. The assistant purchasing manager will process purchasing requisitions submitted for building supplies and equipment by ASD employees, as well as conduct general functions of the Business Office. In addition, relieve officials of administrative detail by performing the following duties:

Essential Duties and Responsibilities

1. Reviews purchase requisitions, verify that sufficient funds are on hand, and process requisitions in the system.
2. Review and process purchase orders and review them for accuracy; prepare purchase orders for processing and distributes them as appropriate.
3. Processes and finalizes all purchase orders in the Skyward system to ensure the previous fiscal year can be closed.
4. Works closely with vendors to resolve order and payment issues, as well as product, catalog, and other issues.
5. Supervises clerical staff assisting with purchasing activities.
6. Works with schools to verify that received orders are accurate and complete; resolves issues as necessary with the appropriate vendor.

7. Assists Grants Department in processing and tracking purchase orders.
8. Assist in account analysis for year-end audit
9. Work during holidays, if needed, to complete assigned or departmental tasks.
10. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the supervisor.
11. Maintain and update vendor databases, including evaluating vendor performance.
12. Ensure compliance with all relevant regulations and guidelines.
13. Resolve any issues or discrepancies related to orders and deliveries.
14. Collaborate with other departments to forecast purchasing needs and budget requirements.

Supervisory Responsibilities

Assists the Director of Procurement in the supervision of various secretarial staff, including assignment coordination and performance evaluation. Responsibilities include training employees; planning, assigning, and directing work; 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

Parent and Community Relations

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve the effectiveness of the department; Meets commitments made to parents and the community.

Interpersonal Relations

Focuses on resolving conflict; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Leadership Skills

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes faculty, staff, and/or team in planning and decision-making; Takes responsibility for the performance of faculty, staff, and/or team; Makes self-accessible to faculty, staff, students, and/or team; Provides regular performance feedback to faculty, staff, and/or team; Develops the skills of

faculty, staff, and/or team and encourages growth; Continually works to improve supervisory skills.

Analytical

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

Organizational Skills

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Dependability

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.

Physical Demands

The physical demands described here are representative of those that must be met by a secretary 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 person is regularly required to talk or hear. The person is often required to walk, climb stairs, and lift. The person is required to use hands or fingers to handle documents, telephone, etc. The person 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 used by the Allentown School District.

Reviewed and read by: _____
Individual serving in this position

Date: _____