Carroll Independent School District
Job Description

JOB TITLE: Director of Purchasing and Risk Management

Pay Grade: 004 Employment Days: 226
Supervisor: Assistant Superintendent for Financial Services
Department: Financial Services Employment Status: Exempt

MISSION:
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:
Direct and manage the purchasing functions for the District by implementing purchasing procedures to process bids and purchase orders and to ensure compliance with applicable purchasing laws and regulations. Direct and manage the risk management operation for the District to ensure that measures are taken to minimize risk and prevent loss or injury of staff and property.

QUALIFICATIONS:
- Bachelor’s Degree (business or accounting, preferred)
- Minimum five years in a business-related environment (public school purchasing and risk management experience preferred)
- Knowledge or competitive bidding statutes and purchasing procedures
- Knowledge of worker’s compensation and insurance statutes and codes
- Ability to implement policy and procedures
- Ability to conduct on-site safety inspections of all district facilities
- Effective communication and interpersonal skills
- Experience in using Microsoft software applications and personal computer programs

MAJOR RESPONSIBILITIES:
- Develop, issue, and evaluate bids and/or proposals and make recommendations for award to the School Board for their review and approval.
- Process purchasing related information (bid documents, tabulations, product specifications, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing action and/or complying with established practices.
- Approve purchase orders and monitor all purchase requisitions to determine correctness of information and coding.
- Work cooperatively with district personnel to determine purchasing specifications, sources, availability, pricing, shipping, and receiving.
- Evaluate products and services offered by existing and prospective vendors.
- Approve and maintain list of approved vendors and coordinate purchasing-related postings to the District’s website.
- Maintain vendor W-9 files and process and file IRS Form 1099’s.
- Keep abreast of laws, best practices, and innovative methods related to purchasing in a public school district environment.
- Manage the District’s copier contracts, E-Commerce purchasing, and online auctions.
- Supervise operation of employee travel card system.
- Analyze and negotiate workers’ compensation, unemployment, auto, property and casualty insurance policies and make sound recommendations for selection of insurance brokers and carriers.
- Work with brokers, insurers, service providers and district personnel on the design, implementation and monitoring of safety, loss prevention and claims administration programs.
- Provide safety guidelines and training for district staff. Develop and manage safety incentive plans to reduce accidents and promote loss prevention programs.
- Work with insurance carriers to address property loss claims filed by the District.
- Supervise and evaluate staff and make recommendations relative to assignment, retention, discipline and dismissal.
- Maintain a professional level of confidentiality regarding all District matters.
- Uphold and adhere to safety rules and support the goals and objectives of the District and follow District policies.
- Perform other duties as assigned.

EQUIPMENT USED:
Standard office equipment including computer and peripherals and other instructional equipment.

MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among District personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 10% walking; 75% standing/sitting and 15% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _______________________________   DATE: ______________
(Director of Personnel Services)

APPROVED BY: _______________________________   DATE: ______________
(Assistant Superintendent for Administrative Services)