



<b>TITLE:</b>	<b>Director of Purchasing</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Executive Director of Finance</b>	<b>TERMS:</b>	<b>223 Days</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>PAY GRADE:</b>	<b>AP7, Non-Chapter 21 Contract</b>

**PRIMARY PURPOSE:**

Direct and manage the purchasing activities of the district. Including but not limited to competitive bids, competitive sealed proposals, requests for proposals and purchasing negotiations. Ensure that purchasing procedures to process bids and purchase orders are in compliance with applicable state laws and regulations and with the district's board policies.

**QUALIFICATIONS:**

**Education/Certification:**

Bachelor's Degree in Business or Accounting preferred

TASBO Certification preferred

**Special Knowledge/Skills:**

Working knowledge of financial applications and accounting

Ability to use personal computer and software to develop spreadsheets, perform data analysis, word processing and powerpoint presentations

Ability to interpret contracts, policy, procedures and data

Ability to successfully interact with vendors, district employees, parents, and district patrons

Ability to supervise personnel

Strong communication, organizational, and interpersonal skills

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Five years business and/or accounting experience

With three years of school district experience preferred

**SUPERVISES:**

Purchasing Specialist and District Procurement Coordinator

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.). The noise level in the work environment is usually low to moderate.

**Essential Functions:**

1. Keep the Executive Director of Finance informed on the purchasing affairs of the district.



2. Develop and maintain systems and procedures for the procurement of supplies, equipment and services necessary for the operation of the district with strict compliance to board policy and state law.
3. Supervise the preparation of bid specifications and conduct bid openings. Advertise for bids, set bid dates, secure bids and recommend the award of bids in accordance with board policy and legal requirements.
4. Evaluate, negotiate, and recommend contracts for the district.
5. Ensure that all contracted service personnel have complied with the state requirements related to Senate Bill 9 (fingerprinting bill).
6. Successfully interact with vendors, district personnel, parents and district patrons.
7. Evaluate the performance of vendors.
8. Consult with and advise district administrators as to purchasing requirements and purchasing activities.
9. Oversee training and staff development relating to the districts purchasing policies and procedures.
10. Plan and direct all procurement and serve as the central purchasing agent for the district.
11. Oversee the fixed asset system of the district and assist with the management of district wide inventory documentation.
12. Direct and supervise the annual sale of surplus equipment.
13. Oversee the maintenance of CIQ and W-9 forms and the preparation of annual 1099 processing.
14. Evaluate accounting procedures, systems, and controls in the purchasing department and recommend improvements in their design, implementation, and maintenance.
15. Provide for effective communication with the purchasing office staff, district personnel, and other service-related personnel (i.e. TEA, independent auditors).
16. Keep informed of and comply with federal, state, and district policies and regulations concerning the purchasing department.
17. Seek to improve job performance through self-assessment, skill development, training, and goal setting.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date