

United Independent School District

Department of Human Resources

PURCHASING MANAGER

Purchasing Department

Primary Purpose:

Assist the Purchasing Director in insuring the District is in strict compliance with all applicable federal, state and local purchasing policies and procedures including compliance with TEA's Financial Accountability System Resource Guide.

Educational Qualifications:

- Bachelors Degree in Business Administration or Business related area is required
- Masters Degree in Business Administration preferred
- Two years purchasing experience is required

Interpersonal working relationships and teamwork:

- Ability to work as part of a team
- Ability to coordinate efforts with other departments, staff, and peers
- Ability to demonstrate poise, maturity and self confidence
- Ability to effectively work with subordinates, other employees and members of management
- Ability to obtain whatever cooperation, agreement, or assistance from others in order to get the job done.
- Ability to counsel, coach, guide, and train employees for improved performance and for accepting increased responsibility

Productivity and Initiative:

- Ability to complete assignments within time schedules while meeting quality requirements
- Ability to ensure that required reports and other deliverables are submitted in accordance with established schedules
- Ability to accept suggestions for improving quality of work and implements appropriate plans for action to enhance effectiveness
- Ability to effectively organize own work schedule
- Ability to perform well under pressure
- Desire to learn new things to attain goals
- Ability to perform well under pressure
- Desire to learn new things to attain goals
- Ability to perform work duties correctly and accurately within the established time frames
- Ability to perform multiple assignments

Organizational Commitment:

- Ability to present a positive image of the District
- Ability to notify supervisor(s) promptly of any situations or circumstances that may interfere with completing assigned duties or any inability to perform responsibilities in a satisfactorily manner
- Ability to work cooperatively with supervisor(s) to accomplish tasks and is willing to accept and follow directions
- Ability to perform the required job duties

Major Responsibilities and Duties:

1. The Purchasing Manager will assist the Purchasing Director with the preparation and presentation of all bids for the district.
2. The Purchasing Manager will prepare bidding documents, including bid specifications, bid packets to be sent to prospective vendors, notices to be advertised, request for proposals, tabulation tables and other documents as required
3. The Purchasing Manager will prepare legal AIA contracts between construction contractors and the District.
4. The Purchasing Manager will prepare engineering contracts between professional consultants and the District
5. The Purchasing Manager will update the department's policies and procedures manual and aid in implementation of any new initiatives.

Purchasing Manager (continued)

6. The Purchasing Manager will approve and issue purchase orders in accordance with District policy and negotiate price terms and conditions.
7. The Purchasing Manager will study price trends and market conditions, and will keep informed of sources of supply and new product development.
8. The Purchasing Manager will assume the duties and responsibilities of the Purchasing Director during the absence of the Director.
9. The Purchasing Manager will research data requested via The Open Records Act.
10. The Purchasing Manager will maintain good communications with campus administrators and staff, central office administrators and board members.
11. The Purchasing Manager will be current and knowledgeable in federal, state, and local guidelines, and will attend seminars and conferences as required by the District.
12. The purchasing Manager will ensure vendor compliance with bids/proposals and document such non-compliance for corrective action.
13. The Purchasing Manager will supervise other Purchasing Department staff as required by his/her supervisors and will ascertain that the staff completes assignments within the time lines provided by his/her supervisor.
14. Identify and develop training opportunities.
15. Knowledge of purchasing systems and techniques desired.
16. Ability to apply business theory and recognize problems and advise supervisor of important issues.
17. Maintain complete records in accordance with District standards.
18. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
19. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
20. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

21. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
22. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate effectively (verbal and written); maintain emotional control under stress. Occasional district-wide travel; occasional prolonged and irregular hours. Some bending, lifting, and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Ability to communicate effectively (verbal and written); maintain emotional control under stress. Occasional prolonged and irregular hours. Some bending, lifting, and stooping while performing job related functions.

Terms of Employment:

Wage / Hour Status:	Exempt
Minimum Salary:	\$64,001
Pay Grade:	4
Minimum Work Days:	226
Month:	12

Date Last Revised: 10/25

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.