

Job Title: Purchasing Manager
Department: Business
Reports To: Business Administrator
FLSA Status: Exempt
Salary Schedule: AA lane 02



SUMMARY

The Purchasing Manager provides leadership, direction, and oversight of purchasing equipment and supplies for the Washington County School District. The Purchasing Manager coordinates the procurement and warehousing processes of goods and services (such as equipment, tools, parts, supplies, and advertising) and ensures compliance in accordance with state and federal law and district policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Serves as the principal public purchasing official for WCSD.

Prepares instructions and training regarding purchasing systems and procedures.

Determines method of procurement such as RFP, RFQ, and SOIQ.

Prepares invitation to bid forms and distributes to supplier firms and public postings.

Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Reviews bid proposals and negotiates contracts within budgetary limitations and scope of authority.

Develops and installs clerical and office procedures and practices, and studies work flow, sequence of operations, and office arrangement to determine expediency of installing new or improved office machines.

Compares prices, specifications, and delivery dates and awards contract to bidder or places orders with suppliers.

Forecasts market prices and prepares associated reports.

Reviews purchase requisitions and reimbursement requests.

Expedites delivery of goods to users.

Reviews purchase order claims and contracts for conformance to district policy.

Maintains procurement records such as items or services purchased, cost, delivery, product quality or performance, and inventories.

Manages direct bill lodging arrangement with hotels outside the county.

Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

Conduct field inspections of equipment and supplies to ensure durability and the ability to satisfy compliance with district requirements.

Plans, organizes, and coordinates surplus disposal through various approved methods.

Plans, organizes, coordinates and participates in inventory activities.

Selects products for purchase by testing, observing, or examining items.

Determines items and quantities of supplies and equipment to be warehoused.

Ensures warehouse controls are in place and followed.

Oversees the management of the WCSSD Employee Discount Program.

Responsible for staffing, planning, coordinating, managing, and supervising the activity of a team of purchasing technicians.

Drafts Requests for Proposals for District Personnel when necessary.

Proactively and independently assist in the management of contracts for ongoing service from outside contractors for district utilization.

Makes oral presentations to internal and external customers on best practices for WCSSD.

Conduct training for new administrators and support staff in the application of district policies and procedures.

Meets and deals effectively with the general public, staff members, administrators and other contact persons, using tact and good judgment.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the Warehouse Manager and purchasing/fixed asset employees.

KNOWLEDGE, SKILLS, ABILITIES, AND 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSSD School Board. Must have strong public relations skills.

Must have strong computer skills including spreadsheets and databases and using 10-key.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to calculate figures and amounts such as discounts, interest, commission, proportions, and percentages using a 10-key calculator.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university and a minimum of three years purchasing experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

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

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

Prepared By: Business Administrator			Date: 05/26/2004
Approved By: Executive Director, Human Resources			Date: 06/15/2004
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/22/2007
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/21/2017
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	