



**Job Title:** Director of Purchasing and Warehouse

**Wage/Hour Status:** Exempt

**Reports to:** Chief Financial and Operations Officer

**Pay Grade:** AM-7

**Dept./School:** Purchasing and Warehouse

**Date Revised:** January 10, 2014

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## Primary Purpose:

Plan, organize and supervise the comprehensive purchasing functions for the District in compliance with mandated requirements; overseeing daily activities including major purchases associated with opening and expanding schools; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers and achieving departmental objectives and goals within the budget.

## Qualifications:

### Education/Certification:

- Bachelor's degree (Business or Accounting preferred)
- CTSBO or RTSBA TASBO certification with emphasis in Purchasing

### Special Knowledge/Skills:

- Knowledge of Texas Public Schools competitive bidding statutes and purchasing procedures
- Knowledge of auditing and accounting principles
- Effective communication and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of Financial Accountability Systems Resource Guide (FASRG)

### Experience:

Four years professional-level purchasing experience in a large organization, preferably a school district

## Major Responsibilities and Duties:

### Purchasing:

- Administer procurement processes and contracts within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with established district criteria and state purchasing rules.
- Analyze and award bids and/or proposals as authorized by the District purchasing policies and procedures and make recommendations for award to the School Board for their review and approval.

- Through evaluation of competitive proposals, assist District staff in selecting the vendor most appropriate to meet their needs. Ensure selection is fair and legally defensible. Monitor vendor and product performance to ensure they continually meet the highest standards, negotiating with vendors when appropriate and permitted by law.
- Process purchasing related information (e.g. bid documents, tabulations, requisitions, product specifications, statement of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established practices.
- Prepare a wide variety of written materials (e.g. specifications, contracts for services, bids, proposals, memos, letters, etc.) for the purpose of documenting activities, providing written references and conveying information.
- Approve purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, etc.
- Coordinate with construction and operation personnel to open new schools, to expand or remodel existing schools/departments for the purpose of ensuring that furnishings, equipment, supplies, etc., are in place in accordance with constructions timeliness and within budget.
- Develop and maintain excellent working relationships with all departments; internal and external constituencies through understanding their purpose and objectives. Promote and maintain the good name of the district while conducting business in an ethical and professional manner to ensure avoidance of all actual and potential conflicts of interest.
- Research contracts, suppliers, equipment, new products, in order to analyze information to determine product and/or service needs.
- Maintain a high level of knowledge relating to current technology, vendor competence and competitive market conditions as they relate to requirements of the District.
- Continually evaluate products and services offered by existing and prospective vendors. Counsel vendors as needed regarding District procurement policies and procedures, vendor performance requirements and product performance expectations.
- Research discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring accuracy and adherence to established guidelines prior to processing for action.
- Oversee and assist with Purchasing Department's web page.
- Prepare, administer and manage departmental budget on annual basis. Analyze and identify future budgetary requirements.
- Other duties as assigned.

**Warehouse**

- Supervise and Manage the daily operations of the warehouse
- Ensure prompt daily District deliveries
- Complete regular and proper inventory

**Supervisory Responsibilities:**

- Supervise assigned staff (e.g. employee concerns/problems, directing work, training, disciplining, Performance Appraisals, etc.) for the purpose of ensuring work assignments are complete and within department objectives.
- Provide continuous staff development opportunities to ensure staff possesses sufficient training and required skill levels to perform their assigned tasks in a proficient manner; ensure proficiency is maintained in current technologies. Promote and support ongoing teamwork within the department.

**Equipment Used:**

Personal computer printer, fax machine, copier and calculator.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer

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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 skills that may be required.

Employee Print Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_