

School District of Santa Rosa County
Job Description

Purchasing Manager

Reports to: Assistant Superintendent, Administrative Services

FLSA Status: Exempt

Department: Various

Prepared by: Human Resources

Date: February 20, 2020

Job Code: 11010

Range: 25

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed.

Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Initiates contacts with vendors relative to supplies and equipment using purchase orders and contracts;
- Obtains and studies comparative prices, quotations, and is informed by state contracts;
- Purchases by competitive bidding, informal quotations and negotiations, items of supplies, services and equipment necessary for operation of the school district;
- Studies price trends and market conditions;
- Keeps informed of sources of supply and new product development;
- Investigates quality of purchased items and serves to ensure that they meet purchase specifications;
- Prepares all bidding documents;
- Monitors all purchase requisitions to determine correctness of information, coding, etc.;
- Develops and maintains appropriate records, such as bidder lists, bid files, and purchase order files;
- Assumes responsibility for correspondence relating to school board purchasing;
- Prepares periodic reports relating to purchasing functions;
- Responsible for coordination and disposition of surplus property in accordance with State statutes and school board policy;
- Supervises all personnel assigned to the purchasing unit;
- Supervises Property Control Department;
- Manages warehouse operations and textbook depository;
- Performs other duties as required or assigned.

Supervision Received:

Director of Purchasing and Contract
Administration Assistant Superintendent,
Administrative Services

Supervision Exercised:

Property Control
Department Purchasing
Department

Minimum Qualifications & Skills Required:

- Graduation from four-year college or university with a degree in Business Administration or related field;
- Four years' experience in large scale buying or an equivalent combination of training and experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred:

Professional certification preferred. Approved certifications include but are not necessarily limited to: National Institute of Governmental Purchasing (NIGP), Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) and Certified Purchasing Manager (CPM).

Physical Demands:

Requires sitting for long periods of time. Office/indoors setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary
Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

