

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

| | | |
|-------------------------------|--|-------------------------|
| 1-05 Effective Date | PURCHASING COORDINATOR Job Title | 3.6.5.1 Index |
|-------------------------------|--|-------------------------|

DEFINITION

To coordinate, assign and review the work of other buying personnel. Performs District-wide coordination of contracts and contract development. Ensures adherence to all state and public contracting laws, rules and requirements in the procurement of goods and services for District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor (Fiscal Services Director). Methods of performing tasks are generally left to the judgment of employee, with supervisor giving occasional instructions and advice. Decisions with district-wide implications or changes are reviewed with supervisor. Employee has considerable latitude in interpreting and applying policies, rules and regulations. Work is measured mainly through the observance of results obtained.

Exercises functional and technical supervision over Purchasing personnel.

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

Develops plans and controls necessary for handling purchasing transactions and for contract review and control.

Maintains overview of purchasing procedures as they relate to the Attorney General's model rules.

Reviews and changes Administrative Rules as appropriate, and monitors for compliance.

Ensures adherence to all public contracting laws.

Reviews and verifies District contracts, contract change orders and addendum for compliance with District, state and federal rules and regulations.

Maintains District contract files.

Ensures bidders list is continuously maintained so that it provides qualified and responsive vendors and suppliers.

Interprets and applies rules, policies, procedures and regulations pertaining to purchasing matters.

Develops and prepares recommendations regarding new and revised procedures.

Salem-Keizer Public Schools
Purchasing Coordinator (continued)

Serves as a resource to and liaison between supervisor and other employees, vendors and the general public.

Conducts studies, research, and evaluations pertaining to administrative problems, projects, and assigned area of responsibility.

Compiles, analyzes, and evaluates data; prepares estimates, statements, specifications, and reports based on such data.

Prepares School Board reports for Board meetings.

Arranges, organizes, and conducts inservice training or meetings with appropriate district staff.

Coordinates and reviews the work of other buying personnel.

Assists in the evaluation of employees in lower classifications.

Assumes duties of Purchasing/Central Stores Supervisor in the absence of supervisor.

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public sector purchasing.

Pertinent District, state and federal laws, rules and regulations.

Principles and practices of work coordination and simplification.

Principles and practices of research, problem solving and program evaluation.

Principles and practices of public contract administration and material acquisition.

Requirements, policy and rules for reporting information to the School Board for approval.

Modern office procedures, practices and computer equipment.

Ability to:

Develop and maintain procedural systems and controls.

Analyze problems and develop and implement plans and procedures.

Prepare complex analysis and reports.

Interpret and explain policies and procedures.

Salem-Keizer Public Schools
Purchasing Coordinator (continued)

Coordinate and review the work of others.

Train professional and technical staff.

Operate a computer terminal to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.

Communicate effectively, both orally and in writing.

Maintain cooperative relations with other employees, vendors, and the general public.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Four years of progressively responsible purchasing experience in contract development, negotiation, and administration in a setting involving large volume purchases of a wide variety of products and services; including two years of experience in coordinating purchasing activities and the work of others.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or a related field. Training in public purchasing and contract law.