

**Edmond Public Schools
Edmond, Oklahoma**

JOB DESCRIPTION

POSITION TITLE: Purchasing/Contracts Supervisor
DEPARTMENT: Financial Services – Administrative Center
REPORTS TO: Chief Financial Officer

Job Goal:

Under the direction and supervision of the Chief Financial Officer, the Purchasing/Contracts Supervisor shall be required to plan, organize, coordinate, and supervise the purchasing operations of the District; to draft specifications, advertise for bids and quotations, analyze bids received and recommend awarding of contracts or placing of purchase orders; to ensure purchasing operations are timely, accurate, and in accordance with all District Board policies, Local and Federal regulations and legal requirements; to ensure the correct materials or services are purchased at the best price at the right time to support the educational goals of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervises Purchasing Agent.
2. Supervises facility rentals.
3. Performs contract review and revision for district contracts.
4. Attends Board of Education meetings.
5. Initiates contact with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
6. Obtains and studies comparative prices and quotations.
7. Purchases by competitive bidding, informal quotations, and negotiation, items of supply and equipment necessary for the efficient operation of the school district, in accordance with board policies and state regulations.

8. Studies price trends and market conditions and keeps informed of sources of supply and new product development.
9. Investigates quantity and quality of items purchased.
10. Prepares bidding documents, including notice to bidders, instructions to bidders, specifications, and form of proposal.
11. Monitors all purchase requisitions to determine correctness of information, price extensions, and coding information.
12. Verifies 1099 reports and generates 1099 forms for filing.
13. Develops and maintains appropriate records, such as vendor and bidder lists.
14. Assumes responsibility for correspondence relating to school district purchasing activities.
15. Prepares periodic reports relating to the purchasing function.
16. Prepares monthly purchase order report for approval by Board of Education.
17. Responsible for maintaining contracts with cooperative purchasing groups, including pricing and vendor participation.
18. Acts as a resource for schools and departments for current pricing and bidding information.
19. Assists with travel related purchases for district personnel.
20. Performs other duties as assigned.

Length of Contract:

Two hundred forty (240) contract days.

Evaluation:

Performance of this job will be evaluated by the **Chief Financial Officer** in accordance with the provisions of the Board's policies and state law.

SUPERVISORY RESPONSIBILITIES:

NONE.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in Business Management or related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

NONE.

LANGUAGE SKILLS:

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 groups, staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to plan budgets and use the mathematical skills required to do so. Maintain accurate records and support documentation for projects under the supervision of the position.

REASONABLE ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES:

Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge of current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 regularly works inside. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.