



Job Title: Purchasing Operations Associate

Department: Purchasing

Reports To: Director, Materials Management

Grade: BG-5

Number of Days: 12 Months

Security Access: Education Service Center

Current Date: January 15, 2020

Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Under the guidance of the Director of Materials Management, the team member will support the coordination and execution of various projects and related tasks for several work streams across procurement, materials management and other areas as needed. This person will also execute operational tasks and provide high-level administrative support to ensure daily and cyclical department operations are carried out efficiently (e.g. prepare reports,

process information requests, coordinate and manage small projects to support the functions of the team).

Minimum Qualifications:

Education:

- Bachelor's degree in business administration or a related field. Equivalent work experience will be considered in lieu of a degree.

Experience:

- Minimum of 3 years of working on project teams and/or managing projects or initiatives involving a variety of stakeholders, preferably in a fast-paced environment
- Must be proficient in the use of Microsoft Word, Excel and PowerPoint (MUNIS and NOVUS experience a plus).
- Basic understanding of accounting and purchase order process and best practices

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Support various department operations including but not limited to:
 - Manage contract vendors, including structure design attributes, procedures, billing, spot audit and payment components including managing reporting and systems interfaces.
 - Buyer for contract purchases. Audit and/or obtain documentation for requisitions to ensure they meet board policy, state law and all purchasing requirements
 - Assist with the Request For Proposal process and retention of procurement materials
 - Maintain training curriculum and documentation, conduct training, and function as help desk to answer site/user inquiries for ordering programs.
 - Act as back-up for other department training requirements.
- Develop high quality materials, reports and presentations for a range of internal and external audiences.
- Help resolve technical issues for the department as necessary.
- Team Tulsa holds true to our vision and mission with every position throughout the district. Supporting school sites through various opportunities is vital as a district office team member.
- Perform other tasks, duties, or services consistent with this position as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties:

- Willingness to work non-standard hours
- Leverages strong organizational and time management skills, including keen attention to detail, proactive problem-solving, and the ability to adhere to strict timelines
- Excellent multi-tasking skills and ability to manage multiple projects and work-streams happening concurrently;
- Ability to effectively communicate both verbally and in writing, including in Spanish.

- Ability to learn quickly and work in a fast-paced environment
- Experience effectively engaging with multiple constituencies
- Ability to work proactively, anticipating the needs of colleagues and assessing potential risks – i.e. the ability to identify problems and anticipate potential problems
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, including the ability to apply general rules to specific problems to produce answers that make sense
- Must be a self-starter, taking the initiative to develop self while seeking feedback for continuous growth and improvement
- Ability to cultivate trusting, respectful, professional relationships with team members across the organization
- Ability to provide high levels of customer service to meet varying team and individual's needs
- Meticulous attention to detail and good organizational skills.
- Embody core values and show initiative to support organizational priorities

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Office environment.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law. Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.