

TITLE: PURCHASING AGENT

QUALIFICATIONS:

1. Degree in Business Administration desirable
2. Certification as Professional Public Buyer
3. Minimum of six years related to purchasing/accounting experience
4. Such alternatives to the above qualifications as the Board of Education finds appropriate and suitable

REPORTS TO: Business Manager

SUPERVISES: All purchasing department, production room and receptionist staff

JOB GOAL:

To insure that each student in the district derives maximum benefit from the expenditure of the allocations as set by the Board of Education for the acquisition of supplies, material, equipment and services.

PERFORMANCE RESPONSIBILITIES:

1. Initiate contracts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
2. Obtain and study comparative prices and quotations.
3. Purchase by competitive bidding, informal quotations, and negotiation, and in compliance with Board policy, items of supply, equipment and services necessary for the operation of the school system.
4. Organize and follow to conclusion, in a timely manner, all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal.
5. Monitor all purchase requisitions and orders to determine correctness of information, price extensions, coding information and so on.
6. Direct and monitor the maintenance of appropriate records such as vendors' register, commodity register, and bidder's list.
7. Assist in the preparation and presentation of the annual budget.
8. Supervise accounts payable function relative to invoices and payments to vendors and determination as to correctness.
9. Assume responsibility for the operation of perpetual inventory systems.
10. Reconcile accounts on a periodic basis.
11. Act for the business manager in his/her absence.

TERMS OF EMPLOYMENT:

A twelve-month work year with salary and working conditions determined by the Board of Education.

EVALUATION:

Performance of the job will be evaluated annually by the Business Manager.