

PURCHASING DIRECTOR

GENERAL RESPONSIBILITIES:

1. Reports to the Assistant Superintendent of Business Affairs.
2. Develops, plans, and implements purchasing goals and objectives; recommends and administers policies and procedures to procure goods and services at lowest, best, fair and reasonable price.
3. Exercises direct supervision of professional and clerical purchasing staff.

SPECIFIC RESPONSIBILITIES:

1. Directs the general purchasing activities including bid and quotation preparation, product specifications and purchase order control, and insures compliance with all Board policies and state laws and regulations.
2. Prepares and analyzes bid specifications to insure broad vendor participation; utilizes life cycle costing to determine award recommendation; prepares bid tabulations for School Board Consideration.
3. Schedules and reviews the work of staff to insure that work is completed in a timely and appropriate manner; maintains a sound, progressive and ethical purchasing policy.
4. Interviews vendors for sources of supply, prices, product information, new products, standards and follow-up.
5. Confers with school officials, department heads and technical personnel concerning quality and utility requirements of supplies and equipment and modification of technical specifications.
6. Reviews all purchases and authorizes, as appropriate, purchases resultant of a bid or quotation and other items under \$4,500 in value.
7. Researches and develops standard specifications and general conditions for bids and establishes user groups for a wide variety of products.
8. Administers long term purchase contracts and coordinates the activities of service and repair contractors for school and office equipment.
9. Performs other duties as assigned by the Assistant Superintendent of Business Affairs.