**Purchasing Agent**

**Education**

* Bachelor’s degree with major work in business administration (preferred, not required).

**Experience**

* Minimum of 3 years of successful experience performing a purchasing function
* Experience in receiving and inventory control systems

**Aptitude**

* Demonstrated ability to prepare detailed plans and specifications for bidding purposes
* Demonstrated ability to plan, implement, and evaluate purchasing, receiving and inventory control systems
* Demonstrated ability to supervise people
* Knowledge of computer systems as they relate to the purchasing, receiving and inventory functions
* A high degree of honesty and integrity to be demonstrated through both work and personal references

**WORKING RELATIONSHIPS:**

* Reports to the Director of Business Affairs
* Works cooperatively with other members of the administration and the instructional supervisors

**COMPENSATION AND TERM OF EMPLOYMENT:**

* Administrative Schedule - 12 months

**MAJOR FUNCTIONS:**

* Plans, recommends, implements and supervises the purchasing systems and procedures for the school district
* Plans, recommends, implements and supervises the receiving system and procedures for the school district
* Plans, recommends, implements and supervises the inventory systems and procedures for the school district
* Coordinates the purchase of school supplies and equipment with the administration and the instructional supervisors for the schools. Also coordinates the purchase of all building and maintenance supplies and equipment with the building personnel
* Prepares all plans and specifications for bidding of supplies and equipment for the normal school operations
* Supervises the employees in the purchasing department
* Performs other duties as assigned by the Director of Business Affairs