VACANCY ANNOUNCEMENT

POSITION: Purchasing Coordinator

LOCATION: Business Services EAC

SALARY: $49,141-$65,562

DEADLINE: Until filled

SCHEDULE: Full-Time 12 Month

POSTING DATE: August 12, 2020

JOB SUMMARY:
The Purchasing Coordinator is responsible for the day to day coordination of all purchasing activities, including but not limited to writing bids and managing the bid process, processing of electronic purchase orders, obtaining quotes, appropriate record keeping of bid files, and managing and updating vendor files. The Purchasing Coordinator is responsible for maintaining the internal accounting controls over the purchase of supplies and materials for the School District. The following duties are illustrative and not exhaustive.

MAJOR DUTIES AND RESPONSIBILITIES:
Provide direct staff support to the Assistant Superintendent for Business Services and in support of the Finance Manager in the following accounting areas:

1. Review, approve and process purchase orders for appropriate supplies, materials, and equipment necessary for the successful operation of the school district.
2. Assist end users with specifications and obtaining quotes on purchase orders.
3. Responsible for administering formal public bids in compliance with all Board, State and Federal policies. Responsible for writing specifications and bid documents, organize and lead pre-bid conferences, and post all required information to district purchasing page.
4. Responsible for administrator duties including updating, managing, reviewing and approving all e-catalog functions, including training of end-users and vendors.
5. Ability to conduct training for new staff on purchasing policies, procurement procedures and technology (assignment of purchasing roles/users) within the purchasing function.
6. Develop and maintain a purchasing manual.
7. Maintain the District’s purchasing bid calendar.
8. Responsible for overseeing and administering the Obsolete/Surplus Equipment website.
9. Maintain and update vendor files, both within the finance software system, as well as within the Business Services Department.
10. Performs responsible administrative and technical duties.
11. Maintains processes and assures compliance by vendors with all contract documents.
12. Other duties as assigned by the Assistant Superintendent for Business Services or the Finance Manager.

GENERAL DUTIES:
1. Ability to work independently with little supervision.
2. Ability to work with all levels of staff.
3. Other duties as assigned by the Assistant Superintendent for Business Services.
QUALIFICATIONS:
The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

1. Required level of education is an Associate’s Degree with training in Business or related subjects. Preferred level of education is a four year Bachelor of Arts or Sciences degree with training in Business or related subjects.
2. Relevant Michigan public school experience in Business or Finance preferred.
3. Three to five years experience and superior capabilities in a purchasing or related function, with a preference in a Michigan public school district or business office environment.
4. Experience with contract management.
5. Advanced level computer skills, including Microsoft Word and Microsoft Excel (spreadsheets) and BusinessPLUS, preferred.
6. Excellent communication skills and proven ability to work on a team.
7. Excellent records management skills.
8. Eligible for or ability to obtain National or State purchasing certifications – CPPB, CPM, MSBO/CPO, etc. preferred.
9. Project Management education and/or experience preferred.
10. Possess a high degree of confidentiality and professional ethics with highly sensitive information about district employees and vendors.

METHOD OF APPLICATION:
Interested candidates meeting the above qualifications must complete the entire online application on the Oakland Human Resources Consortium website at https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000529 by the deadline listed. In addition, upload your LETTER OF INTEREST, CURRENT RESUME, LETTERS OF REFERENCE, TRANSCRIPTS, and COPY OF STATE CERTIFICATE.

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION
The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Director all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.