



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Purchasing Manager**  
Job Family: **Administrative**  
Prepared/Revised Date: **June 14, 2019**

FLSA Status: **Exempt**  
Pay Range: **M**  
Job Code: **35707**  
Days: **260**

**SUMMARY:** Manage the operations, staff, policies and procedures of the Purchasing and Materials Department. Administer the functions and services related to the purchase, inventory and distribution of district supplies, materials, equipment and services. Ensure that district personnel adhere to all Board and Superintendent policies related to purchasing and ensuring that the Purchasing and Materials Department adheres to all federal and state laws with regard to contracting, bidding and purchasing of goods.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Manage purchasing operations, assist school administrators and other district departments to ensure all district policies and procedures are followed when purchasing materials and supplies. Assist with the development and implementation of purchasing policy and procedures. Communicate purchasing policies and procedures to district personnel.
2. Manage daily purchasing activities, including identifying work assignments; providing leadership in determining the proper procurement methodology; ensuring contract compliance to awarded vendors; reviewing, evaluating and analyzing bids; monitoring procedures of major bid awards; researching life cycle cost of certain equipment; and managing, maintaining and reviewing procedures for the physical administration of all contract documents.
3. Manage and evaluate purchasing, warehousing, distribution/delivery, and mail staff, including directing work; evaluate staffing requirements; and recommend and coordinate professional development, professional memberships and educational opportunities for the purchasing staff
4. Oversee the operations of warehouse services including the district's warehouse, receiving and delivery procedures. Determine appropriate inventory control techniques in order to minimize investments and stock-outs while maximizing stock turnover. Maintain the warehouse enterprise fund budget, which provides supplies to several other public school districts, private schools and other organizations.
5. Manage, negotiate and acquire straight lease and lease purchase contracts for district equipment and all other general district contracts, excluding personnel contracts. Provide competitive contract negotiations, Request for Proposal (RFPs) and Requests for Information (RFIs). Coordinate with the district's legal counsel on contractual matters.
6. Manage all facets of the competitive bid process for the district. Includes developing all invitations to bid, providing public notification of bid opportunity, coordinating and documenting bid openings, monitoring evaluations of bids, serving as member of evaluation team and awarding of bids.
7. Manage the Procurement Card Program which includes overseeing issuing of cards, closing accounts, modifying accounts, auditing accounts, training, reporting and maintaining vendor relationships.
8. Manage the purchasing coordination for new schools and all other district facilities, including ensuring that the appropriate materials are ordered, received and installed.
9. Monitor vendor, agency, school, and department performance for compliance with specifications and standards, and implements corrective action or termination measure when performance is below expectations and standards.



Description of Job Tasks
10. Attend work and arrive in a timely manner.
11. Perform other job duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Business Administration, Materials Management or related field.
- Five years of demonstrated experience in an administrative environment dealing with contracts, negotiations, public purchasing, inventory and distribution management required.
- A minimum of five years of previous experience in a buying capacity required.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license required
- Certification as a Public Professional Buyer (PPB) or Certified Public Purchasing Officer (CPPO)

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to maintain a high standard of customer service.
- Ability to work with a complex integrated, automated financial management system.
- Skills in purchasing a variety of general and specialized items.
- Technical skills in researching, comparing and purchasing supplies, materials and equipment.
- Ability to train, supervise and evaluate employees.
- Technical writing skills to prepare clear concise specifications and reports.
- Computer, bookkeeping and accounting skills.
- Ability to effectively communicate with district personnel, contractors and vendors.
- Ability to maintain an organized schedule and meet timelines.
- Knowledge of district purchasing policies and procedures.
- Knowledge of local vendors and sources of supply.
- Ability to work in a team environment.
- High ethical standards and ability to maintain confidentiality of information.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, district policies, and departmental guidelines and procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Executive Director of Finance	
<b>Direct reports:</b>	Senior Procurements	3
	PCard Administrator	1
	Contract Administrator	1
	Warehouse Supervisor	1
	Warehouse Technician	3
	Delivery Driver	3
	Mail	1

- Responsible for interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle or feed			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	
Instruct			x	
Compute			x	
Synthesize			x	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate			x	
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	