



JOB DESCRIPTION

Job Title	Purchasing Manager
Department	Business Services
Reports To	Executive Director of Business Services
Classification	Non-Affiliated
Location	Administration Building
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Under the direction of the Executive Director of Business Services, the Purchasing Manager oversees the daily operations of purchasing for the District. The Purchasing Manager also directs and coordinates the procurement and distribution of products or other related services. This position also oversees the writing, reviewing, awarding, and negotiating contracts of various kinds. The Purchasing Manager also performs research on market trends, pricing, and supply problems. In addition, the Purchasing Manager gives direction and guidance to staff and vendors on policies, regulations, and procedures. This position makes purchasing decisions critically impacting the viability of the agency.

Essential Job Functions

- Manages a comprehensive purchasing and supply management program that fulfills the educational goals, instructional needs, and service requirements of the school district.
- Maintains efficient procurement system for purchasing and paying for supplies, materials, and equipment.
- Responsible for District Procurement Program including District Procurement Manual.
- Manages all aspects of the District’s contract procedures, processes, and ensuring the District’s standard terms are included in all contracts.
- Adheres to the legal requirements for competitive procurement of property, facilities, supplies, and equipment.
- Coordinates the preparation of specifications for supplies and equipment with budget requirements and the needs of users.
- Continuously monitors the purchasing and supply management programs and adjusts as needed.
- Acts as the District representative in cooperative purchasing program with municipal units of government.
- Maintains purchasing card practices and procedures.
- Properly disposes of obsolete and surplus District property.
- Responsible for all aspects of bidding, including preparation of specifications, analyzing, conducting bid openings, awarding bids, and preparing contracts.
- Consults with staff and vendors regarding purchasing issues and requirements.

- Expedites deliveries and ensures that terms and conditions have been met.

Ancillary Job Functions

- Participates in developing department goals, objectives, and processes.
- Participates in a variety of committees as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in Business Administration or a related field.
- Minimum of three years of experience in business, municipal government, or education in a similar position.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Minimum of five years of purchasing experience.
- Education or experience in public sector purchasing.
- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certification.
- Member of Wisconsin Association of Public Procurement (WAPP) or comparable agency.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Willingness to accept responsibility for and make fiscally responsible decisions on purchasing matters.
- Ability to analyze contracts with District compliance in mind.
- Ability to communicate verbally and in writing so others will understand.
- Ability to effectively present information and respond to questions from employees, various outside organizations, and the general public.
- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge.
- Ability to provide services with a high degree of confidentiality.
- Ability to interact with staff, co-workers, and other public in a friendly, service-oriented manner.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Ability to exercise sound judgment and discretion in the application and interpretation of policies, laws, regulations, and decisions.
- Strong problem solving and analytical skills.
- Strong leadership and interpersonal skills.
- Ability to work a flexible and varied schedule including evenings and weekends as needed.
- Ability to travel between office and schools and comply with District driving requirements.
- Excellent communication skills.
- Ability to work independently without direct supervision.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Regularly required to talk and listen.
- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to lift or push up to 25 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.