



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Procurement Manager
Payroll/Personnel Type:	12 Month
Job #:	8545
Reports to:	Director of Procurement
Shift Length:	8 hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The School Procurement Manager is responsible for overseeing the procurement process for goods and services required by the school. They will develop and implement purchasing strategies, manage vendor relationships, and ensure compliance with procurement policies and procedures. The School Procurement Manager will work closely with various departments to understand their purchasing needs and budget constraints and negotiate contracts to secure the best value for the school.

Essential Functions:

The Procurement Manager will report to and work in collaboration with the Purchasing Director:

- Develop and implement purchasing policies and procedures to streamline the procurement process
- Identify and evaluate vendors, negotiate contracts, and manage vendor relationships to ensure timely delivery of goods and services
- Collaborate with school administrators and department heads to understand their purchasing requirements and budget constraints
- Track purchasing trends to identify cost-saving opportunities
- Conduct market research to stay informed about industry trends and the pricing of goods and services
- Coordinate with the finance departments to ensure accurate tracking of expenses and adherence to budget constraints
- Oversee the processing of purchase orders, invoices, and vendor payments
- Resolve purchasing-related issues or disputes with vendors promptly
- Ensure compliance with school district policies, procurement regulations, and ethical standards
- Provide training and guidance to staff on purchasing procedures and best practices
- Establish reports that track and analyze supplier performance data, cost savings, and efficiency of the procurement process, and make data-driven decisions to improve performance
- Other procurement duties as assigned by the Director

Knowledge, Skills, and Abilities:

- Highly self-motivated with the ability to balance multiple priorities
- High Proficiency in ERP software (e.g. SAP, BusinessPLUS, etc.)
- Proficient with Microsoft Office (Word, Excel)
- Knowledge of state law and district policy regarding purchasing
- Oversee the processing of purchase orders, invoices, and vendor payments
- Ability to develop technical specifications and review contracts
- Ability to produce, analyze, and interpret data, graphs, and charts
- Knowledge of a wide variety of commodities and their sources of supply
- Strong analytical and problem-solving skills, with the ability to analyze complex business processes and data

