

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



## Experience:

- Proven experience in procurement, purchasing, or supply chain management
- Strong negotiation skills and ability to build and maintain vendor relationships
- Excellent communication and interpersonal skills and the ability to communicate clearly both verbally and in writing with staff, administration, and district vendors
- Proficiency in procurement software and Microsoft Office applications
- Knowledge of procurement regulations and ethical standards
- Strong analytical skills, attention to detail, and a commitment to data accuracy
- Attention to detail and ability to multitask in a fast-paced environment
- Apply integrity and trust in all situations

### Education:

- Bachelor's degree in business administration or related field supplemented by relevant purchasing experience (Required) or 6-8 years of experience
- Master's Degree (Preferred)
- Industry certifications preferred

### Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and /or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

### Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

### Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

#### <u>Review/Approvals:</u>

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.