



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

Position Title:	Director of Purchasing
Payroll/Personnel Type:	12 Month
Job #:	8776
Reports to:	Chief Financial Officer/Treasurer
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Plans, organizes and directs the purchasing functions of the district. Supervises office staff. Ensures all district purchases are made in accordance with district policy, and regularly reviews purchasing policies and procedures. Follows professional standards in public purchasing. Centralizes purchasing authority within the position. Directs all materials management functions of the district including the purchasing commodities, supplies, services and equipment.

Essential Functions:

- Responsible for the direct supervision and evaluation of district purchasing staff
- Authorizes purchase orders, and ensures district personnel are following Board policy for all purchases
- Coordinates all district bids, RFP's, and RFQ's
- Prepares recommendations for approval by the Board of Education as required by district policy
- Responsible for oversight of the district purchase-card program
- Manages the district's submissions through the Schools and Libraries Program of the Universal Service Fund E-Rate)
- Coordinates and manages district travel
- Negotiates and resolves problems relating to vendor performance, delivery, product quality, invoice corrections; reviews and controls department/school requests
- Plans sale of surplus equipment and property; advises on bidding procedures to be used; issues notice of sales; make awards
- Proposes new projects and cost saving opportunities
- Administers and seeks out cooperative purchasing opportunities for the district
- Works with the sale and disposal of surplus property
- Handles other duties as required such as serving on various committees, attending meetings, planning and maintaining purchasing calendar and supervising maintenance of various files
- Prepares correspondence; responds to telephone inquiries; conducts sales interviews; reviews products and services
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of state law and district policy regarding purchasing
- Ability to develop technical specifications and review contracts
- Knowledge of a wide variety of commodities and their sources of supply

Experience:

- Experience managing a purchasing or similar department/team



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- Experience working with construction costs and construction project planning
- Experience working with purchasing card programs
- Excellent technology skills including proficiency with Microsoft Excel and Word
- Experience with Business+ (PowerSchool Finance/HR/ERP) if possible
- Knowledge of state law and district policy regarding purchasing
- Ability to develop technical specifications and review contracts
- Knowledge of a wide variety of commodities and their sources of supply
- Ability to direct, organize and provide professional guidance to staff
- Excellent communication skills - both oral and written
- Ability to develop and maintain effective working relationships with District officials, other employees, vendors and general public

Education:

- Bachelor's Degree in Business Administration or related field supplemented by relevant purchasing experience (required)
- Master's Degree (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.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources	_____ Date		



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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.