

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Purchasing Director

Department: Business Affairs

Grade: 500

Calendar or Days Per Year: 260

Job Description

Date Reviewed: July 2019

Reports To: Chief Financial Officer

Purpose of Job

The purpose of this job is to perform administrative activities pertaining to the purchase of materials, supplies, technology, furniture, and equipment for the school system; supervise the Procurement, Textbook Processing, and Textbook Distribution Operations; work with School Administrators and staff and the Facilities Manager for new building projects to oversee the selection, bidding, evaluation, ordering, delivery and installation of technology, furniture and equipment; and provide support to the Chief Financial Officer. Duties and responsibilities include assisting the Chief Financial Officer in the formulating and implementation of procurement policy and procedures, supervising staff; developing bid/RFP documents for all biddable items; distributing bid/RFP documents to vendors; evaluating incoming bids; facilitating RFP evaluation team meetings; determining appropriate use of cooperative contracts and emergency and sole source purchases; and making purchase recommendations. Research and implement best practices governing procurement activities (i.e. e-procurement).

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling and recommending disciplinary and other personnel actions.
- Guides the development and refinement of processes for procurement of supplies, equipment and services.
- Reviews and revises or develops internal school system purchasing-related policies and procedures.
- Recommends revision to policy, procedure or practices to improve efficiency, effectiveness, or to comply with established purchasing laws and regulations.
- Responsible for monitoring compliance with all board policies, state laws, and regulations as they apply to the purchasing functions.
- Administers and monitors the budget for procurement and textbook processing and distribution areas.
- Procures complex requirements, such as those due to increased risk, legal concerns, or requiring cross-functional administration, in support of the schools system's mission in a timely and cost-

effective manner in accordance with state laws, regulations, policies and procedures in support of the school system's requirements.

- Coordinates board-funded purchases for the school system. Reviews requisitions for a variety of commodities, equipment, and services, and assigns purchasing projects according to staff expertise or to provide opportunities to expand staff experience for cross-training purposes.
- Secures formal bids and/or proposals for materials, supplies, or equipment exceeding \$25,000.00.
- Secures informal bids for materials, supplies, or equipment costing from \$1,000.00 to \$25,000.00.
- Reviews formal solicitations developed by staff prior to issue.
- Coordinates Request for Proposal (RFP) processes, and serves as facilitator of RFP evaluation teams.
- Analyzes returned bids; evaluates product samples to determine quality; determines lowest and/or best bids based on quality and price; maintains file of bid documents.
- Prepares bid tabulations and/or reviews bids procured through the Procurement office and makes recommendations for award or contract or rejection of bids received.
- Receives and reviews written specifications submitted by schools and departments for materials, supplies or equipment.
- Researches and develops specifications on biddable items; conducts formal bid openings; distributes bid documents to vendors.
- Maintains appropriate documentation for legal and archival purposes.
- Determines the estimated costs needed for budgetary purposes for purchasing furniture and equipment for new constructions projects.
- Review the floor plans for new construction and determines the necessary furniture and equipment needed for a new facility.
- Works with administration and staff on small equipment and supplies needed, secures quotes or pricing and places orders through the MUNIS software system. Assists in the selection of colors, finishes and fabrics.
- Selects, develops specifications, secures bids and places orders for all furniture and equipment for new construction.
- Coordinates delivery, scheduling and installation for all furniture and equipment for new schools. Assists vendors with placement of furniture and equipment throughout the new building.
- Manages textbook/supplies/food inventory distribution and accountability system.
- Directs disposition of all surplus property in a manner most economically feasible to the school system.
- Coordinates the annual textbook and warehouse inventory.
- Maintains ongoing communications with vendors to identify product availability, convey bid information, confirm delivery timetables, and address other related issues. Maintains filing system of current vendor catalogs.
- Maintains current records of vendors/addresses, prices and specifications.
- Reviews all purchase requisitions for correctness and budget appropriateness; and approves/disapproves as appropriate.
- Processes approved purchase orders; sends to vendor, and distributes copies to appropriate department(s).
- Reviews p-card statements each month for correctness and budget appropriateness and approves/disapproves as appropriate.
- Tracks and monitors deviations from purchasing and p-card policy, and recommends appropriate disciplinary action.
- Maintains listing of all vendors. Consists of securing W-9 information; issuing vendor number(s); vendor information updated; and maintaining W-9 files.
- Oversees service contracts for sewing machines and microscopes.

- Maintains a process to monitor contract expirations dates; contracts are renewed or resolicited according to renewal provisions.
- Responds to requests for information or assistance from officials, members of the staff, vendors, the public or other individuals.
- Trains appropriate departmental staff in use of purchasing functions, procedures and application of policy.
- Seeks out and participates in professional development programs and promotes on-going professional training for Procurement, Textbook Processing, and Textbook Distribution staff.
- Composes, prepares and/or generates routine correspondence, bid documents, letters, etc. via computer. Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business Administration or related field, and experience equivalent to three years in purchasing, inventory management, and supervision. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be substituted. Comprehensive knowledge of and experience with e-procurement practices is required.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Business Office practices as they pertain to the performance of duties relating to the job of Purchasing Director. Has considerable knowledge of Business Office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 20 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software

- applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee’s Signature	Employee’s Munis Number	Date
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